**Summary Objective**

The Director of Public Works performs under the general supervision of the City Manager. This position plans, organizes, and facilitates the administrative and operational functions of the following divisions: Administration, Facility and Grounds Maintenance, Fleet Maintenance, Streets Maintenance, Stormwater, Solid Waste, and Engineering.

This position is responsible for the provision of critical and significant public works services to include routine maintenance activities and long-term projects, which are necessary to meet immediate needs as well as forecasted demands; and performs other duties and special tasks as assigned.

**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

* Develops and shapes an appropriate organizational structure to support current and future department objectives and goals.
* Integrates and evaluates the work of the department's divisions.
* Develops work schedules and assigns tasks to ensure appropriate resource distribution and capacity to accomplish tasks.
* Directs management staff and coaches as needed throughout the performance of work activities.
* Responds to and resolves sensitive and complex community and organization inquiries and complaints.
* Manages and coordinates the development of the department’s budget. Monitors and approves encumbrances and expenditures. Advises staff on fiscal matters and adjusts budgets as necessary.
* Oversees the selection, training, and evaluation of training for employees.
* Identifies opportunities for enhancement of services and implements changes to standard operating procedures and policies to improve services.
* Recognizes conflict among staff and resolves differences to create productive work environments.
* Establishes appropriate, sound, and safe work environments for employees.
* Supervises the activities of assigned personnel and writes and conducts performance evaluations.
* Conducts selection interviews, recommends hiring of new employees, evaluates subordinates performance and conducts disciplinary proceedings as necessary.
* Prepares City Council Agenda Items, reports, and other materials as necessary.
* Attends and presents at City Council meetings and other public meetings as required.
* Prepares and reviews specifications and bid documents for construction projects; and provides planning, contracting, and construction supervision services.
* Stays abreast of current professional trends relative to stormwater, streets and sidewalks maintenance, fleet maintenance, property maintenance, grounds maintenance, and other generally associated municipal public works services.

**Additional Duties and Responsibilities**

* Conducts staff meetings as necessary and provides direction and guidance.
* Attends and participates in conferences, meetings, and work sessions on behalf of the City
* Prepares correspondences and/or supporting data as may be requested by City Administration.
* Establishes and maintains cooperative relationships with other governmental agencies, community groups, and the media.
* Performs related work as assigned.

**Minimum Education and Experience Requirements:**

Requires a Master’s Degree in Engineering, Public Administration or closely related field.

Seven (7) years of experience in responsible position in the public works field; three (3) years in a management capacity.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

* Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations. Works inside and outside, works in or with moving objects or vehicles and at heights (up to 10 feet).

**Unavoidable Hazards (Work Environment):**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

* Involves routine and frequent exposure to: bright/dim light; dusts and pollen; extreme heat and/or cold; wet or humid conditions; extreme noise levels.

**Special Certifications and Licenses:**

* Professional Engineer’s License

**Americans with Disabilities Act Compliance**

The City of Riviera Beach is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.