



## **CLASSIFICATION DESCRIPTION**

**TITLE: Public Works Manager**                      **JOB CODE: 18 (EXEMPT)**

## **GENERAL DESCRIPTION OF DUTIES**

Under executive direction, the purpose of the position is to administer program management and analyses of all Public Works projects. Employees in this classification perform at middle management level, and are responsible for administrative and professional work assisting the Department Director with the planning, organization and management of departmental activities. This position also has considerable responsibility in development and management of departmental data collection and review systems and performance measures. Employee works with a high degree of independence and initiative, however, confers with the Department Director on matters involving unusual administrative problems.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops, implements and manages long-range maintenance and replacement programs for streets, streetlights, traffic lights, drainage system and fleet services.
- Plans, schedules and manages departmental personnel, contractors and vendors for various special projects.
- Supervises Division Lead and staff level employees including hiring, conducting and reviewing performance appraisals and disciplining.
- Administers all aspects of various cross-departmental contracts, e.g., contract specification development, contractor and vendor selection, trend analysis, budget management, project management.
- Develops, reviews in coordination with Purchasing and Contracts Management Division for various Public Work Services.
- Acts as program manager and coordinates all contracts/agreements e.g. Department of Transportation, private contractors
- Develops and manages Performance Measurement program, e.g., collects data, program and resource allocation analysis.

- Assists in the preparation of departmental budget; coordinates street resurfacing budget; prepares and manages various special projects budgets.
- Plan, manage and implement special projects, e.g., construction, maintenance services.
- Prepares written reports, memos and correspondence; coordinates activities with legal entities.
- Assists with budget management and cost control; reviews and processes departmental invoicing; prepares various fiscal reports, financial summaries, and consolidation reports; prepares various monthly, quarterly and annual reports as directed.
- Answers escalated inquiries and requests from the general public and business community, ascertaining the needs of the customer and providing appropriate assistance and information through friendly, professional customer service skills; responds to escalated customer service issues.
- Performs related duties as directed.

#### **MINIMUM TRAINING AND EXPERIENCE:**

Associate's Degree in Public Administration or related field, to include five (5) years experience within a supervisory/management position; or an equivalent combination of education, training, and experience. Public Work Experience preferred.

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License  
Must possess and maintain a State of Florida Class A CDL

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge of all Public Works facilities, equipment, instruments, materials and supplies and their effective utilization.
- Extensive knowledge of the development of Public Works projects and activities, e.g., air conditioning systems, roofing, streets, traffic lights, fleet services, facilities, generators.
- Thorough knowledge of modern administrative principles, practices and procedures of all phases of Public Works operations and their application to community needs.
- Ability to access, operate and maintain various software applications e.g. Microsoft Word, Access, and Excel; MUNIS, OnBase, Primavera
- Ability to clearly communicate information both verbally and in writing.
- Ability to effectively plan, direct and supervise a staff comprised of entry and journey level professionals engaged in carrying out departmental functions.

- Ability to establish and maintain a professional effective working relationship with other departments and to interact with all levels of employees, City officials and the public.
- Ability to exercises sound judgment and discretion in decision-making and all phases of responsibilities.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to read, update and maintain various records and files.
- Ability to understand and follow complex written and oral instructions.
- Skill in researching, compiling, and summarizing statistical data and related materials.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, there is frequent need to sit, stand, walk, talk, hear, distinguish between shades of color, use hands to finger, handle, or feel, and lift and/or move 20 pounds.
- While performing the essential functions of this position in the field, there is potential for exposure to disagreeable environmental factors, such as outside weather conditions, dampness/humidity, vehicular traffic, toxic/caustic substances, fumes, odors, and unrestrained animals.
- Tasks involve the intermittent performance of extremely physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, crouching, running, climbing, and that may involve the lifting, carrying, pushing, and/or pulling of heavy objects (50-100 pounds).

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.