

WORK OBJECTIVE

Performs professional administrative and managerial work in a highly responsible nature, in connection with planning, coordinating and directing activities of all areas within the public works department for The Town of Windermere. Work involves the application of technical public works, engineering expertise to a variety of complex Town projects, and includes the exercise of administrative skills to coordinate the activities of various Public Works divisional groups including Construction, Streets Maintenance, Facilities Management, Fleet Maintenance, and coordinates any issues for the Towns Solid Waste Collection and Recycling. A major emphasis is on overall administrative planning to effect efficient and effective utilization of facilities, personnel, and equipment. Considerable independent judgment, discretion, and initiative is exercised in carrying out daily operations under the general direction of the Town Manager.

ESSENTIAL FUNCTIONS

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 duties are a logical assignment to the position.

- Conducts preliminary studies for a variety of public works facilities, including street construction, engineering projects, parking facilities, traffic control devices, stormwater systems, and related projects.
- Supervises, directs, plans, coordinates, and instructs all divisions and personnel within the department.
- Directs the preparation of the budget for the divisions of the department and makes procedural and operational recommendations to the Town Manager and Finance Director.
- Inspects work performed within the department; coordinates work activities and programs of the department with other Town programs and projects.
- Maintains and promulgates necessary departmental rules and regulations in accordance with personnel rules and regulations and Town policy and works with HR as directed.
- Investigates and adjusts personnel problems that may arise from time to time.
- Attends and participates in conferences and meetings of department staff and Town Administration.
- Prepares reports and correspondence. Prepares cost estimates on assigned projects.
- Conducts technical review of engineering and site development plans.
- Attends Project Staff Meetings.
- Manages the review process of contracts and specifications for contractors.
- Directs the supervision and inspection of all Town and contracted public works projects within the Town.
- Administers consultant agreements for engineering services provided to the Town by consulting engineers and architects.
- Serves as an in-house engineering consultant to the Town and represents the Town in dealing with other agencies with respect to engineering and related matters.
- Coordinates public works reports and feasibility studies.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.
- Knowledge or experience with dirt road maintenance
- Customer Service between Public Works, Residents, Staff and Town Council

MINIMUM QUALIFICATIONS

Bachelor's Degree in Civil Engineering is preferred, but not required; supplemented by eight (8) to ten (10) years' experience in professional engineering work, including three (3) years in a highly responsible managerial and administrative capacity; or an equivalent combination of education, training, and experience. Requires Professional Engineer (PE) in the State of Florida if required by

Town Manager or eligibility for PE at time of hire. Possess, or obtain within 12 months of hire, and maintain a Florida Advanced Work Zone Traffic Control Safety Certification. Possess, or obtain within 12 months of hire, and maintain a Florida Stormwater, Erosion and Sedimentation Control Inspector Certification. Within 1 year of hire, if not at hire certifications: DL-Class E license, NPDES-MS4(Permitting) and FEMA Courses, IS-100, PWB, G-300 and G-400

Knowledge, Skills, & Abilities –

Thorough knowledge of modern techniques, methods, procedures, principles, and practices of municipal public works administration.

Thorough knowledge of personnel, finance, general office, business administration, and the ability to apply such principles to management responsibilities under charge.

Thorough knowledge of principles and practices of civil engineering as such relates to municipal public works administration.

Substantial knowledge of legislative trends and developments, the current body of available literature, and informational resources in the field.

Skill in both oral and written communications for the effective development and presentation of departmental reports.

Ability to exercise sound judgment and discretion in decision-making in areas of responsibility.

Ability to effectively plan, direct and manage a staff comprised of para-professional, professional and management employees engaged in carrying out departmental functions.

Ability to establish and maintain a professional effective working relationship with departmental personnel, all levels of employees, Town officials, other government agencies and the general public.

Ability to prepare written technical reports, estimates, and construction and cost records.

Ability to plan, assign, instruct, review, and evaluate work assignments of technical and professional personnel.

Ability to address civic organizations or other public or private groups on subjects relative to public works programs and projects.

Ability to establish and maintain effective working relationships with subordinates, superiors, Town and governmental officials, and the general public.

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The Town of Windermere is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the Town of Windermere provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Town Manager Name (print)

Employee Signature

Town Manager Signature

Date

Date