



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: **Public Works Director**

Department: Public Works Department

Reports To: City Manager

Pay Grade: 116

FLSA Status: Exempt

JOB SUMMARY

Responsible administrative supervisory and management work assisting in directing the activities of several departments and programs within the Public Works Division.

ESSENTIAL JOB FUNCTIONS:

- Supervise all day to day operations of Public Works department.
- Supervises crew on a daily basis. Schedules daily work for each division.
- Creates and amends budgets for all sub departments within the Public Works department.
- Monitors and approves all purchase orders and spending for public works department
- Monitors field work, including streets/water/sewer repair and maintenance.
- Assists Water Plant operations in daily routine.
- Serves as emergency on-call director.
- Addresses customer complaints/concerns
- Provides assistance to the Fire Department, Police Department, and Parks & Recreation Departments
- Approves all payroll for public works department
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High School Diploma or equivalent.
- Four (4) to six (6) years of experience in the field of public works including three (3) years in a responsible supervisory position.

Licenses, Certifications or Registrations:

Knowledge, Skills and Abilities:

- Knowledge of modern techniques, methods, procedures and practices of public works.
- Knowledge of road construction maintenance and construction and parks and recreation administration.
- Ability to plan, direct, supervise, and inspect public works programs and activities.
- Ability to prepare written technical reports, cost estimates and construction and cost records.
- Ability to plan, assign, instruct, review and evaluate work assignments of personnel.
- Ability to establish and maintain effective working relationships with subordinates, officials and the general public.
- Ability to develop, prepare and present long range plans and programs relating to public works.
- Ability to evaluate construction problems and respond to community needs.
- Ability to resolve problems and make sound decisions.

PHYSICAL DEMANDS:

The work is light work: exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, work requires: feeling, fingering, grasping, handling, hearing, mental acuity, speaking, standing, stooping, talking, visual acuity, and walking.

WORK ENVIRONMENT:

- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

The City of High Springs has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR designee) Signature

Date