



JOB TITLE: Public Works Director / Engineer	DEPARTMENT: Public Works
ROLE & LEVEL: Management	REPORTS TO: Village Manager
GRADE: 9 (40 hours)	FLSA STATUS: Salaried / Exempt
Salary Range: 150k – 180k	Entrance Salary – DOQ
Resume & Cover Letter accepted via email / PDF format to: Jrosado@nbvillage.com	Open until filled

WORK OBJECTIVE:

Performs highly responsible administrative and technical work directing and overseeing the operations of the Public Works / Engineering Departments including road and bridge maintenance, grounds and building maintenance, water and sewer utilities, street lighting, landscape maintenance, and other related activities. Position is primarily focused on managing other people. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop efficient and innovative ways to accomplish the organization’s business strategies.

EXAMPLES OF 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 functions are a logical assignment to the position.

- Responds to citizen inquiries and complaints regarding Village services performed under the jurisdiction of public works; investigates water, sewer, sanitation, and other resident complaints
- Manages special projects by outside contractors / vendors; tracks progress, inspects work, and calculates and authorizes payments
- Develops and manages budgets, procures budgeted items and services, and authorizes outgoing invoices
- Verifies monthly water meter read data to ensure accuracy for billing purposes; prepares drinking water quality, sewer pump operation times, and various other mandated reports to state agencies
- Tracks and maintains records of public works activities; reports mandated activities to appropriate jurisdictional authorities
- Researches and procures materials and equipment
- Develops Requests for Proposals for repair / upgrade projects by outside contractors; solicits cost proposals from vendors; receives and analyzes bids and makes recommendations to the Village Commission
- Monitors awarded contracts; tracks work and calculates payments of awarded contracts
- Interacts with local, county, and state agencies on a regular basis
- Attends meetings, training / professional development events, and trade shows as required
- Maintains up-to-date knowledge of all applicable federal, state, local laws and standards



- Establishes public works / engineering operating procedures to ensure sustainability of the environment
- Troubleshoots and resolves issues in an accurate and timely manner
- Performs other duties as required or as assigned

Supervision:

- Reviews and evaluates work methods and procedures and meets with staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; may initiate discipline and termination procedures
- Oversees and participates in the development of various departmental budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

MINIMUM QUALIFICATIONS:

Bachelor's degree in engineering, public administration or related field; supplemented by six or more years of progressively responsible experience in public works, including at least 7 years of supervisory experience; or an equivalent combination of education, certification, training, and/or experience. Must have or be able to obtain Water System Distribution Operator certification through the Florida Department of Environmental Protection (FDEP). May be required to have and maintain a valid Florida state driver's license. May be required to have or obtain additional formal industry certification(s) based on area of assignment.

PREFERRED QUALIFICATIONS:

- Masters Degree, Professional Engineer Certification

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions to perform this job successfully.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of engineering principles, theories, standards and practices used in design, construction, and maintenance
- Knowledge of the principles and practices of organization, administration, and personnel management
- Skill in reading and interpreting survey and engineering plans, preparing construction specifications and bid documents, and evaluating bid proposals
- Skill in presenting information and responding to questions from staff, consultants or the public
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of instructions in mathematical or diagram forms and deal with several abstract and concrete variables
- Ability to effectively discuss, confer, and negotiate with contractors



- Ability to operate a computer using Microsoft Office products (Word, Outlook, PowerPoint and Excel), AutoCAD and ArcView GIS, and applicable department / organizational software
- Ability to handle confidential information with tact and discretion
- Ability to enforce regulations firmly, tactfully, and impartially
- Ability to delegate, manage, and supervise effectively
- Ability to communicate effectively verbally and in writing
- Ability to deal effectively with the public
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to pass the required background check and drug screening

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

****The Village is an Equal Opportunity Employer****