



CITY OF DeBARY, FLORIDA

Employee Job Description

PUBLIC WORKS DIRECTOR

Department:	Position #4101	Exempt:	Yes
Reports To:	City Manager	Pay Grade/Wage:	117
Position Type:	Full Time	Hours:	40 hrs/week

JOB SUMMARY:

Under general and executive direction this position oversees and manages the operations and maintenance of the stormwater drainage system and City rights-of-way. Work performed is at an upper management level in support of the operation and maintenance of stormwater drainage facilities, road and utility right-of-way easements and residential construction. Employees work with a high degree of independence and initiative and is responsible to plan, organize, assign and review the work of subordinate level employees.

JOB DESCRIPTION

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

DUTIES & RESPONSIBILITIES:

- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Monitors and evaluates the efficiency and effectiveness of the department's methods, procedures, and programs; identifies and implements opportunities for improvements.
- Reviews and evaluates operations in terms of needs and effectiveness; recommends changes where appropriate. Coordinates, as necessary, with other City Departments.
- Carries out supervisory responsibilities in accordance with City policies and applicable laws; interviews and trains employees, plans, assigns and direct work of subordinate staff, and performs related employee development functions.
- Reviews and analyzes infrastructure to make recommendations for improvements.
- Manages and administers all aspects of the city Emergency Management System including mitigation, preparedness, response and recovery.
- Monitors and manages City stormwater system maintenance and development including infrastructure, inspection and investigation of illicit discharges.
- Oversees and manages contract services including scheduling, progression and completion of work and recording of activities.



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- Oversees special community events, activities and meetings.
- Conducts regular inspections and visits to work sites, street repairs and ROW complaints etc.
- Responds to and resolves information requests, public inquiries and complaints with professionalism and tact.
- Develops, implements and monitors operational budgets.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in a technical field related to Civil Engineering, Public Administration or similar from an accredited college or university and a minimum of five (5) years related experience or an equivalent combination of education and experience.

CERTIFICATES, LICENSES & REGISTRATIONS:

Must possess and maintain a valid Florida driver license; Stormwater Level 1, Level 2 and Florida Stormwater Inspection Certification is highly desired, or the ability to obtain within three (3) years.

KNOWLEDGE, SKILLS & ABILITIES:

Communication Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. In decision making, some choices are known while others may need to be identified. Some reliance on precedent. Ability to interpret a variety of complex instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT/ADA:

Physical Ability: Work involves sedentary to light work in an office setting with exposure to the outdoors through field inspection. There is frequent need to sit, stand, walk, drive, drive and to occasionally lift moderately heavy objects (up to 40 pounds), and to work extended hours, including nights and weekends.

Environmental Factors: While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to extreme cold and extreme heat. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

Employee Signature

Public Works Director

Employee Printed Name

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Date

September 2022