

CITY OF ORANGE CITY

JOB DESCRIPTION

JOB TITLE: Public Works Director

REPORTS TO: City Administrator

PRIMARY PURPOSE:

To coordinate the public works activities and utility operations of the City by directing the staff and the utilization of related equipment and materials for the Electric, Water, Sewer, Gas and Street Department Crews. Assists the City Administrator in the planning and development processes for related special projects.

MAIN RESPONSIBILITIES:

1. Trains and supervises sufficient staff to provide City services within the Electric, Water, Sewer, Gas and Street Department Crews.
2. Prepares work, schedules and directs staff work activities, and acts as purchasing coordinator for on-going utility operations and public works projects within established budget and project guidelines.
3. Serves as a member of the management team for planning the future and maintaining the present infrastructure for the City.
4. Maintains on-going safety programs and procedures for all personnel within the City's Electric, Water, Sewer, Gas and Street Department Crews.
5. Maintains required records and prepares reports as requested for compliance, management communication and City Government planning purposes.
6. Works closely and cooperatively with the City Administrator and other City staff in order to ensure the effective delivery of City services. Serves as a resource person to related committees and planning groups for the City.
7. Maintains appropriate technical knowledge through continuing self study, participation in continuing education and training programs, provided by professional organizations related to the City's public works and utilities operations.

Public Works and Utilities Director

KNOWLEDGE, SKILLS, EXPERIENCE REQUIRED OR PREFERRED:

Requires completion of four year Bachelor's Degree in Public Administration, Engineering or related field; or a two year Associate's Degree with at least three years of previously successful experience in municipal public works and utilities management. Requires at least four years of experience in municipal public works and utility services. Must have thorough working knowledge of electric, water and sewer, Gas and public works operations. Demonstrated leadership abilities and personnel management skills are required. Ability to deal tactfully with individuals in stressful situations and proven verbal and written communication skills are needed.

PHYSICAL AND COGNITIVE REQUIREMENTS:

Flexible work schedule with some evening and weekend responsibilities and occasional long hours. A variety of physical effort, lifting, stooping, climbing, and visual inspection of detailed materials is required. Some daily local travel and occasional long distance travel required. Must prepare and analyze data to develop written plans and make daily operating decisions. Extensive judgment and problem-solving efforts required. Must be able to effectively manage multiple tasks concurrently.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read and understood these principal accountabilities and minimum requirements for which I am responsible and have reviewed them with my supervisor.

Public Works Director

Date _____

City Administrator

Date _____