

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.

8. Meets regularly with foreman of each public work area to coordinate, guide, and direct City projects and develop effective communication and cooperation between the various departments.
9. Represents the City on various boards and commissions as assigned by the City Administrator.

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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 or similar leadership experience. Thorough working knowledge of electric, water, wastewater, gas, streets and storm water operations preferred. 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.

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 _____