

DIRECTOR OF ENGINEERING SERVICES AND PUBLIC WORKS

SUMMARY: Under general direction, manages and directs the overall operations of the Department of Engineering Services and Public Works; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are not in any hierarchical order)*

1. Plans, prioritizes, and directs overall engineering and public works functions for the City, including developing/implementing rules, regulations, policies and procedures to advance the Department's mission, goals and objectives and developing and administering the Department's annual budget.
2. Develops and oversees capital improvement budgets. Discusses and resolves budget issues with appropriate staff and implements adjustments as necessary.
3. Reviews and evaluates engineering and public works oriented services and systems including identifying opportunities for improvement and recommending improvement to systems and procedures to enhance the operations and customer service.
4. Oversees engineering plan review for Development Services and the Building Official. Ensures compliance of all City construction practices and standards on construction projects within the public right-of-way are adhered to and any construction relating to City owned utilities.
5. Reviews the work of consultants and ensures timely completion of projects within established budget. Reviews and approves project change orders.
6. Stays current on issues relative to street lighting, streets, sidewalks, solid waste collections, residential automated service, commercial collections, yard trash, bulk and white goods, and other issues relative to the department's service delivery responsibilities.
7. Responds to and resolves sensitive and complex inquiries and complaints including requests from the City Administrator and elected officials for information and interpretation.
8. Serves on various committees and boards to provide technical expertise and advice related to engineering, project design and construction.
9. Attends and participates in community meetings to provide information on projects, responds to questions or to resolve sensitive issues or complaints.
10. Establishes work priorities, monitors work progress, develops and monitors department operating and capital improvement budgets, approves purchases and expenditures.
11. Provides administrative direction and supervises professional, support, and bargaining unit employees. Assigns, schedules, guides and monitors work. Appraises employee performance and reviews subordinate supervisors' appraisals. Counsels, motivate, and maintain harmony. Identifies and resolves staff differences, conflicts and deficiencies; implements annual staff development plans. Interviews applicants and recommends hiring, discipline, termination, or other employee status changes. Enforces personnel rules and regulations and work behavior standards.

KNOWLEDGE, SKILLS AND ABILITIES: *(Based on area of assignment)*

- Comprehensive knowledge of federal, state and local laws, regulations, rules and ordinances related to municipal public works operations.
- Comprehensive knowledge of public administration principles and practices, including budgeting, fiscal administration, management and long-range planning policies, practices and procedures.
- Comprehensive knowledge of civil engineering principles and practices.
- Skilled at planning, reviewing, and implementing a variety of public works oriented engineering projects.
- Skilled in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Skilled in researching, evaluating, and using new methods and techniques for operational improvements.

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- Skilled in interpreting oral, written, technical information and data dealing with complex variables to identify, analyze and solve management problems of considerable difficulty.
- Skilled in using supervisory techniques, and pertinent federal, state and local human resource management rules including the collective bargaining agreements.
- Skilled in planning, organizing, assigning and coordinating the activities of professional, technical and hourly staff.
- Skilled in dealing constructively with conflict and responding with tact, composure and courtesy when dealing with individuals who may be experiencing significant stress.
- Skilled in applying appropriate public relations techniques as situations warrant and in forming cooperative relationships with others who do not have a direct reporting relationship.
- Skilled in establishing and maintaining effective working relationships with officials, department directors, regulatory agencies, employees and the general public.
- Skilled in expressing ideas clearly when providing oral and written reports and recommendations on administrative, financial, and technical issues.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is occasional need to sit, talk or hear, stand, walk, reach with hands and arms and lift light items (up to 25 pounds). There is frequent need to talk or hear, use hands to finger, handle or feel. There is occasional need to perform work outdoors with exposure to weather conditions when performing on-site inspections of projects and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Bachelor's degree in Civil Engineering or closely related field and seven (7) years professional experience in civil engineering, public works, utilities or closely related field, or an equivalent combination of training and experience. Five (5) years in management capacity with responsibility for public works, engineering, utilities, or related department, required. A Master's degree in Civil Engineering, Business Administration, Public Administration, or closely related field, highly desired.

Registration as a Professional Engineer in the State of Florida, required or Professional Engineer from another state with the ability to obtain Florida Professional Engineer license within twelve (12) months from date of hire.

A valid Florida driver's license is required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of employment.