



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Assistant Public Works Director  
Architecture & Engineering  
**Department:** Public Works  
**Classification:** 1026  
**Pay grade:** 28E  
**FLSA:** Exempt

**Prepared Date:** 9/05  
**Approved By:**  
**Approved By:**

### **Summary**

Performs professional, administrative, and supervisory work assisting the Public Works Director in the management and supervision of the Architecture and Engineering Divisions.

### **Essential Duties and Responsibilities**

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.

Assists the Public Works Director in the management and supervision of the Architecture and Engineering Divisions of the City's Public Works Department. Oversees division activities to ensure compliance with City and department standards, rules and regulations.

Develops and implements division policies and procedures. Plans division goals. Prioritizes and delegates division work projects. Prepares and monitors division budgets.

Plans and administers all aspects of the City's Capital Improvement Program. Confers with department directors to define capital budget preparation procedures. Evaluates and recommends project priorities. Reviews and approves requests for bids and specifications. Maintains capital improvement program budget and monitors financial status of project in progress.

Oversees the design and construction of Public Works Projects. Coordinates activities with contractors, consultants and other government agencies. Makes field inspections.

Processes grant applications. Administers federal, state and local grant funds.

Prepares and gives public presentations to the City Commission and other organizations. Prepares commission packages.

Performs administrative functions to include preparing reports and correspondence, maintaining division records, and attending various department and committee meetings.

Performs other related tasks as required.

## **Knowledge, Skills, and Abilities**

Knowledge of the rules, regulations, practices, procedures, codes, laws and ordinances relating to architecture, civil engineering and construction management. Knowledge of the rules, regulations and procedures of the City's Capital Improvement Program. Knowledge of the procedures for grant applications and grant administration. Knowledge of the principles and practices of public works administration. Knowledge of cost estimates, building materials, plans, specifications, and contracts pertaining to the construction of Public Works projects. Knowledge of management and supervisory practices. Ability to understand and interpret architecture and engineering drawings, construction plans, specifications and contracts. Ability to make field inspections of construction projects. Ability to develop and implement policies and procedures. Ability to prepare and monitor budgets. Ability to prepare reports. Ability to make oral presentations. Ability to supervise. Ability to communicate effectively with department employees, public officials, engineering and architecture consultants and contractors, and the general public. Skills in civil engineering and architecture practices. Skills in oral and written communications.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately outdoors and involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 25 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Minimum Education and Experience**

Requires a bachelor's degree in civil engineering and/or architecture with a minimum of five years responsible professional engineering and architecture experience, to include management and supervisory responsibilities. Public sector experience is preferred. Must be a State of Florida Certified General Contractor, and be registered for a least five years in the State of Florida as a Professional Engineer and/or Professional Architect.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Ability to supervise the work of others in a manner conducive to full performance and high morale.

Valid Florida Driver's License