



The City Beautiful

City of Coral Gables Job Description

Job Title: Assistant Public Works Director
Facilities
Department: Public Works
Classification: 1026
Pay grade: 28E
FLSA: Exempt

Prepared Date: 12/06
Approved By:
Approved By:

Summary

Performs professional, administrative, and supervisory work assisting the Public Works Director with the administration of Capital Improvement Projects and the City's allocation of the Miami-Dade County GOB Program. Responsible for managing and establishing relationships with utilities on behalf of Coral Gables residents and business owners. Must be able to think strategically and exercise considerable initiative and independent judgment; under the general guidance of the Department Director.

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.

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.

Manages and establishes relationships with utilities on behalf of Coral Gables' residents and business owners. Monitors performance by utilities including compliance with standards and requirements set forth in Utility Franchise Agreements, and monitors activity of interest to the City at the Public Service Commission.

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 department records, and attending various department and committee meetings.

Demonstrates leadership by advocating for innovation and strategic change, and promoting the development of a diverse and engaged workforce.

Manages and develops a qualified staff, ensuring professional and courteous service from all employees in support of the City's mission, values, customers and stakeholders.

Remains informed of cutting edge technologies and advancements in municipal Public Works programs.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with and abides by all applicable safety rules which includes wearing and using all appropriate safety equipment.

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. Knowledge of civil engineering and architecture 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 establish and maintain effective working relationships with employees, peers, public officials, consultants, other agencies, and the general public. Good verbal and written communication skills are necessary. Ability to supervise the work of others in a manner conducive to full performance and high morale.

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, hands to fingers dexterity, 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, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

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

Minimum Education and Experience

Bachelor's degree. in civil engineering and/or architecture from an accredited four year institution.

Minimum five years responsible professional engineering and architecture experience, to include management and supervisory responsibilities.

Public sector experience 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.