

**\*All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

**JOB OPENING**  
**PUBLIC WORKS DIRECTOR**

***Grade 39: \$79,875.81 (\$38.40/hr.) - \$110,109.69 (\$52.94/hr.)***

**DEPARTMENT:** PUBLIC WORKS

**DIVISION:** COUNTY MANAGER

**GENERAL DESCRIPTION:**

This is highly responsible administrative, technical, and supervisory work directing the operation of the Public Works Department and directing the Road & Bridge Engineering and outside Engineering Consultants. These duties include: Equipment Maintenance, Road & Bridge, Engineering, Facilities, Landfill Operations, and Animal Control. Work involves the exercise of a high degree of independent judgment and discretion in the interpretation, application, and enforcement of laws, regulations, and policies relating to County programs, and the supervision of professional, technical, and other supervisory personnel. Work is performed under administrative direction of the County Manager.

**ESSENTIAL JOB FUNCTIONS:**

1. Supervises, directs, plans, coordinates, and instructs all Sections and personnel within the Public Works Department.
2. Prepares the budgets of the Sections in the Public Works Department and makes procedural and operational recommendations.
3. Assists in developing County programs and the development, determination, interpretation, and enforcement of County policies.
4. Maintains and promulgates necessary Department rules and regulations in accordance with rules, regulations and policies.
5. Performs a variety of responsible duties related to engineering, handling special projects and other duties as assigned.
6. Prepares and/or approves contracts, plans and specifications for Public Works projects.
7. Coordinates work activities and programs of the Public Works Department with other work programs and projects.
8. Reviews planning, designs, construction, and maintenance of highways, bridges, public buildings, landfill, and related facilities for conformance with County and State standards.
9. Inspects work performed within the Public Works Department.
10. Meets with and advises public and private agencies and individuals interested in County projects.
11. Review development plans for residential and commercial development.
12. Inspect storm water management systems for compliance and certification.
13. Responsible for establishment of suitable training of subordinate personnel through establishment of in-service training programs.
14. Attends and participates in conferences and meetings of department heads and the County Commission.
15. Advises the Board of County Commissioners in matters relating to County Public Works and/or Engineering concerns.
16. Establishes and maintains effective working relations with subordinates, superiors and the general public.
17. Investigates and attempts to adjust personnel problems that may arise from time to time in the Public Works Department.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

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**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of modern techniques, methods, procedures, principles, and practices of all phases of Public Works, Engineering, general office, and business administration as applied to the development, construction, operation, and maintenance of Public Works. Knowledge of the highway systems of the County and controlling laws. Knowledge of the use and care of all types of public works and engineering tools, equipment, instruments, materials, and supplies. Ability to plan, direct, supervise, coordinate, organize, and inspect public works and engineering plans, programs and activities. Ability to appraise County Engineering needs and to present findings and recommendations clearly and concisely. Ability to prepare written technical reports, estimates, cost, and construction records. Ability to plan, assign, instruct, review, evaluate, and supervise work assignments of technical and professional personnel. Ability to develop, prepare, organize, present, and direct large scale and long-range public works and engineering plans and programs. Ability to institute and direct constructive planning and research for the advancement of work and personnel standards. Ability to coordinate engineering functions with schedule requirements of other departments. Extensive knowledge of the principles and practices of engineering, land surveying and mapping. Familiarity with all State Regulatory Agencies. Ability to address civic organizations or other public or private groups on subjects relative to public works and engineering programs and projects. Ability to establish and maintain effective working relations with subordinates, superiors, municipal officials, and the general public.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four (4) year college or university with a bachelor's degree in civil engineering. Five (5) years progressively responsible experience in Roadway design, engineering and permitting in the fields of Roadway and Drainage Systems, and Public Works, several of which should have been in a supervisory capacity.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License.

Licensed Professional Engineer in the State of Florida (Preferred).

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to communicate both orally and in writing.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer.

**ENVIRONMENTAL CONDITIONS:**

Works inside in an office environment and outside at site areas.

Tasks may risk periodic exposure to adverse environmental conditions, such as noise, machinery, electric currents, and/or toxic/poisonous agents, when performing site inspections or operation and maintenance duties.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**Approved by BOCC 1/08/09**  
**Revised job description approved by BOCC 05/07/20**