

JOB DESCRIPTION

JOB TITLE: CITY ENGINEER/ PUBLIC WORKS DIRECTOR
DEPARTMENT: PUBLIC WORKS
SALARY: \$68,726.98 - \$103,135.47

GRADE: 125
FLSA: EXEMPT

DESCRIPTION OF WORK:

This highly technical and responsible administrative work in directing City engineering, utility, and public works programs.

ESSENTIAL JOB FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

- Plans, organizes, and directs all work programs and formulates general operating policies with respect to all phases of public works, city engineering, and public utilities.
- Administers and oversees all personnel and operations of the public works and utility systems.
- Directs the development, administration, and review of the departmental budget; exercises control over expenditure; prepares the budget, evaluates, the need for and recommends the addition of new personnel, material, and equipment.
- Plans, directs, and coordinates the expansions, maintenance of public works and utility systems.
- Coordinates the development of projected expansion needs to meet future growth.
- Participates in grant application programs, directs administration of the permitting process and related regulations through the Department of Environmental Protection, Southwest Florida Water Management District, and other related agencies pertaining to public utilities.
- Provides engineering services to other departments of the City.
- Signs and seals contract documents, permits, and other documents requiring engineering seals when prepared under the responsible charge.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles, procedures, and practices of civil engineering as applied to utility and public works operations.
- Knowledge of City comprehensive plans, development, and administration.
- Knowledge of environmental rules and regulations, permits, etc.
- Ability to assess long range City development requirements and formulate proposals or alternatives and prepare written reports communicating such.
- Ability to draft ordinances and regulation to maintain good working relationships with superiors subordinates, other departments, other governmental agencies, and the public.
- Knowledge of the principles/practices of maintenance, construction, and repair as applied to public works, and utilities systems.
- Knowledge of administrative practices and procedures.
- Must possess a valid Florida driver's license.

EDUCATION AND EXPERIENCE:

Requires a Bachelor's degree in civil engineering or equivalent supplemented by 5-10 years of progressively responsible experience in public works/engineering, project management and operations; governmental experience preferred.

Must be registered as a Professional Engineer in the State of Florida.

SUPERVISION RECEIVED:

Reports to and receives general direction from the City Manager and is given considerable latitude in planning and executing work.

SUPERVISION EXERCISED:

Supervises all staff in the Public Works Department.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling objects and materials of light weight (5-25 pounds). Tasks may involve extended periods of time at a keyboard or work station accessing, inputting and retrieving information.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate both orally and in writing.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

"The City of Dade City is an Equal Opportunity Employer." In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

EMPLOYEE/APPLICANT SIGNATURE REQUIRED

I _____ hereby acknowledge receipt and review of this job description with the City Manager and Director of Human Resources. I understand the essential job functions associated with this position and the essential physical skills. I am also aware of the environmental conditions related to performing the essential functions. I have been advised of any required licenses for this position and will maintain them if currently held or will obtain them within a time period specified.

(Signature)

(Date)