



City of Minneola
800 N Hwy 27, Minneola, Florida 34715
PO Box 678, Minneola, FL 34715
Phone (352)394-3598 Fax (352)394-0051
www.minneola.us

Job Title:	Public Work Director	Pay Grade	130
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General Description: Under limited supervision, supervise, plan and direct the daily activities of the Public Works, Parks & Recreation, and Water Utility departments. Facilitate the proper design, construction, and maintenance of city streets, stormwater system, parks & recreational facilities, water treatment & distribution systems, and related services. Ensure customer expectations are met or exceeded through effective design & construction, maintain an effective and efficient work force, and determine all departmental activities are in the best interest of public safety, health, environmental integrity, and the City.

- Responsibilities:**
- Directs and oversees the daily activities of the Public Works Department. Ensure adherence to all codes, standards, laws, regulations, etc. that pertain to the department. Keep abreast of regulatory changes and participate in technical/professional society activities. Plan, develop, and maintain all policies and standard operational procedures for the department.
 - Duties shall include the supervision, planning and directing of the daily operations and maintenance of the City's water treatment/distribution system, miscellaneous roadway and stormwater maintenance, parks/recreational facilities, and any potential wastewater treatment/collection/pumping system operation and maintenance.
 - Performs supervisory duties as delegating, organizing, and assigning workloads, planning, directing and coordinating activities, allocating, selecting, and recommending of all new employees, recommend and approval of all departmental transfers, promotions, disciplinary actions, discharges and salary increases as necessary. Prepare various documents and reports related to personnel issues, respond and act on all departmental and employee problems.
 - Reviews work of subordinates for completeness, neatness, and accuracy, evaluate and make recommendations as appropriate, offer advice and assistance as needed, Provide direction, guidance, and counseling to division supervisors. Encourage and support continued professional development and training of division supervisors and employees.
 - Develops and implements short and long term plans, goals, and objectives for meeting capacity, financial and regulatory demands, including capital improvements program. Prepare, approve and present annual, capital and operating budget. Coordinate with other departments, outside regulatory agencies, customers, and contractors on all problems, issues and activities of mutual concern.
 - Attends or conducts meetings with departmental staff and City Council to provide information of Department matters. Attend meetings with representatives of other governmental agencies for program and service coordination. Evaluate and administer programs. Review, approve and present amendments to City rules, regulations, policies and procedures as necessary.
 - Receives, reviews, prepares and/or submits various records and reports including budget documents, agendas and meeting minutes, policy amendments and code revisions, job applications, performance reviews, memos, and correspondence. Reviews, evaluates and approves engineering plans and designs: Department projects. Inspect construction projects in progress for compliance to plans and specifications.
 - Maintains relationship with state and federal agencies involved in the Department's responsibilities including engineering, highway construction and maintenance, traffic engineering and stormwater management functions. Directs and supervises the means and methods of ensuring and maintaining compliance with regulatory codes and laws.
 - May be required to respond to emergency calls.

The City of Minneola is an Equal Opportunity Employer and Provider

Responsibilities Continued:

- Interacts and communicates with various groups and individuals such as City Council Members and division managers and employees, regulatory agencies, consultants, contractors, professional organizations, transportation department, the public, customers, etc.
- Plans and makes presentations to City Council Members and the public as required. Oversee the department's emergency management plan. Perform related duties as required.
- Performs other duties as assigned.
- 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.

Job Location:	Minneola City Hall	Job Role	Public Works Director
F.L.S.A. Status	Exempt	Department	Public Works
Employment Status:	Full-Time Position	Employment Type:	Employee
Manages Others	Yes		

Skills:

- Effective oral and written communication skills.
- Ability to organize work and set priorities to meet deadlines.
- Ability to identify critical issues quickly and accurately.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to follow directions both orally and written; communicate with fellow employees, supervisors and customers of the City.

Minimum Requirements:

Graduation from High School or equivalent and five (5) years of experience in Public Utility or Underground Utility construction with two (2) year experience in a supervisory position. Florida Class "B" and "C" commercial driver's license (CDL) Special courses/training in DOT regulations, Maintenance of Traffic, OSHA standards, Underground Utility Installation. Are preferred.

Physical Requirements:

Must be able to: Stand, talk, use hands and fingers, reach with hands and arms, twist, stoop, sit, talk, hear, and lift or move up to 20 to 50 pounds of force on a recurring basis, and 50 to 100 pounds of force in an occasional basis, and considerable skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical machine and tools.

Acceptable eyesight (with or without correction). Acceptable eyesight includes, but not limited to depth perception, close, distance, peripheral, and color vision. The ability to adjust focus.

Acceptable hearing (with or without hearing aid).

Environmental Conditions:	Work is outdoors with exposure to dust, pollen, extreme heat and/or cold, wet or humid conditions, bright and/or dim light, heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, fumes or noxious odors, traffic and moving machinery.	Education/ Certifications	Graduation from High School or equivalent. Five (5) years of experience in Public Utility or Underground Utility Construction with two (2) years' experience in a supervisory position.
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Note: This Job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve and employee from being required to perform additional tasks incidental to or inherent in the job. (Reasonable accommodations will be made in accordance with existing A.D.A. requirements for otherwise qualified individuals with disabilities).

Employee Signature

Date