

ASSISTANT MANAGER OF PUBLIC WORKS

DEPARTMENT: PUBLIC WORKS

JOB SUMMARY:

Reports to the Public Works Manager. Assists the Public Works Manager with management of the Department of Public Works, and supervision of Public Works employees. Must be knowledgeable in custodial and/or construction activities. Knowledge of municipal/governmental rules and regulations desirable. Receives general direction from the Manager of Public Works. Serves as acting Department Head in the Manager's absence; i.e., oversees, supervises and manages the Department.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

1. Assists in the assurance of the maintenance of all city buildings, right of ways, streets, structures, Drainage systems, beaches, lands, vehicles, equipment, tools and materials.
2. Assists in the preparation of work schedules for the department to ensure maintenance is completed in a timely fashion.
3. Assists in the management of all public works employees and all required records.
4. Assists in the preparation and management of an annual Public Works Department budget.
5. Assists with recommendation, preparation of, and submission for approval and administration of the purchasing of all required items such as vehicles, tools, equipment, materials; but not limited to the above-mentioned items.
6. Assists the Manager of Public Works as liaison, when needed, between City Government and the public in matters related to Public Works.
7. Assists with maintenance of accurate and up to date records of public works actions and equipment, and required reporting documentation for various agencies.
8. Assists with regular inspections of City property in accordance with the Comprehensive Plan, SWFWMD, CRS, ISO, DEP and other agencies and jurisdictions as required.
9. Works in the field with the public work maintenance workers performing the duties as assigned with that position.
10. Available to report to work for emergencies (rainstorms, floods, pre- and post-storm events) as necessary.
11. Know and apply appropriate safety policies.
12. Other duties as assigned by the Manager of Public Works and Mayor.

QUALIFICATIONS:

1. Minimum high school or equivalent graduate.
2. Completion of technical schools or training is desirable.

3. Specialized training and/or experience in construction trades, public works, building maintenance, landscaping maintenance, business practices and/or general management including project management is desirable.
4. At least two (2) years of supervisory experience is preferred.
5. Valid Florida Driver's license.

SKILLS REQUIRED:

Physical Requirements:

1. Frequent moderate to strenuous physical effort required to perform duties under variable conditions, with some exposure to occupational risks.
2. Occasionally required to push/pull objects weighing up to 50 pounds; occasionally required to comfortably lift/carry objects weighing up to 50 pounds.
3. Ability to stoop, kneel, crawl, crouch, turn and twist.
4. Have manual dexterity and strength to operate objects, tools, or controls and reach with hands and arm; occasionally required to sit, talk and hear.
5. Frequent standing, walking, sitting, stooping, crawling, kneeling, climbing and bending.
6. Physically participates in any or all street maintenance tasks to meet schedules or work demands.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Date created: 10/2017