

# City of DeFuniak Springs

71 US Highway 90 West  
Post Office Box 685  
DeFuniak Springs, FL 32435



Phone: 850-892-8500  
Fax: 850-892-8506  
TDD: 850-892-8504

## **JOB NOTICE PUBLIC WORKS DIRECTOR – PUBLIC WORKS DEPARTMENT**

**Post Date: January 25, 2021**

**Close Date: Open Until Filled**

**FLSA Status:** Exempt

**Pay Range:** \$65,000-99,500

### **Job Summary:**

Under the administrative direction of the City Manager, this position is responsible for all employees and activities of the public works department, and performs highly responsible, professional, administrative, technical and supervisory work. Responsible for directing the day to day operations and short- and long-range plans and programs of the City's public works systems. Work involves ensuring that the work programs and budgets of various divisions are coordinated to achieve their respective objectives. Work is performed with considerable professional and managerial independence within general policy guidelines. Typical work schedule will be Monday through Friday from 8:00 a.m. till 5:00 p.m. Subject to be called in on a holiday or during an emergency situation.

### **Essential Job Functions:**

- Plans, directs, and coordinates the activities of the Public Works divisions, including streets, facility maintenance, grounds maintenance, water, sewer, natural gas, fleet maintenance, sanitation, parks and recreation, cemetery, and public works administration.
- Plans, schedules, directs, and reviews the work of the department through personal observation of work in progress and inspection of completed projects.
- Organizes and directs street and sidewalk maintenance, right-of-way cleaning and mowing, drainage and storm water management, street paving, solid waste collection; purchasing of materials, equipment and supplies, building and grounds maintenance, infrastructure planning and maintenance, municipal fleet maintenance and equipment services, natural gas system, sewer collection, water distribution, and all capital improvements.
- Responds to citizen's inquiries, complaints and service requests performed by the department relative to city policies and procedures.
- Oversees maintenance of the city's infrastructure and reports its condition, including streets, sidewalks, drainage, and utilities.
- Responsible for performing and documenting condition assessment of city utilities and assist in mapping the location of all city utilities.
- Directs the development, administration and review of the departmental budget and exercises control over expenditures.
- Prepares the budget request for the department to be submitted to the City Manager and administers the adopted budget.
- Supervises and monitors purchasing activity, contract negotiations, and performs cost analysis of equipment, supplies and commodities used by the City.
- Responsible for department requisitions and expenditures and coordinates the timely delivery of materials and services with contractors and vendors.
- Prepares reports, evaluates department needs and formulates short- and long-range plans to meet those needs.
- Maintains liaison with appropriate County, State, and Federal agencies.
- Establishes standards, plans, schedules, and procedures for expanding, operating, and maintaining the City's utility system.
- Assesses the need for consultant services and recommends accordingly; represents the City's interests in overseeing and evaluating consultant recommendations.
- Participates in development review process.
- Appraises adequacy of facilities and develops plans and priorities for modification and extensions; evaluates soundness and efficiency of operations; supervises the installation of improvements; and develops work programs and budgetary estimates.
- Recruits, selects and supervises upper management employees within the Division as well as presides over and participates in personnel matters within the Department including making recommendations for employee salary increases, transfers, promotions, and discipline or discharge of employees.
- Enforces city rules, regulations, policies and procedures, and ensures work is performed in accordance with established safety rules and in compliance with city, county, state, and federal laws and ordinances.
- Conducts employee evaluations and assists in training City staff as need.
- Assists the City Manager in the preparation and review of engineering plans and specifications, bidding, project management, or capital projects.

- Serves as project manager or coordinator for special activities as assigned by the City Manager.
- Must be highly self-directed and self-motivated.
- Completes and submits reports in relation to public works as required.
- Participates in and completes special projects as required.
- Participates on committees and with events as needed.
- Attends city meetings and workshops as required.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

**Position Qualifications:**

Graduation from a four-year college or university with a degree in engineering, public administration, management or a closely related field. A progressively demonstrated skill of at least five (5) years experience and aptitude for performing professional and administrative work in public works, engineering or a closely related field. Requires a valid driver license.

*An equivalent combination of education, training and experience may be substituted for the minimum requirements.*

Applications may be obtained from the administration office, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433, or on the city website. Applications will be received during regular office hours, Monday through Friday from 8:00 a.m. until 5:00 p.m.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.