

**CITY OF STUART
JOB DESCRIPTION**

Title: DEPUTY PUBLIC WORKS DIRECTOR

Department: Public Works Stormwater, Streets, Turf & Grounds,
and Construction & Maintenance Teams

Job Code: 2029

Grade: S20

Exempt Status: Exempt *Safety Sensitive Position*

CHARACTERISTICS OF THE CLASS

Under general supervision of the Public Works Director, ensures subordinates complete work and equipment is maintained and repaired. Supervises semiskilled and/or unskilled labor. Responsible for the maintenance of the turf and grounds, streets, stormwater and construction & maintenance field operation teams. *This is a safety-sensitive position requiring screening for illegal substance and alcohol use.* Work is reviewed verbally, through written reports and/or through observation upon work completion for compliance with work orders and established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Plans, directs, assists and monitors procedures for the operation and maintenance of various teams in the operations division including turf and grounds, stormwater, streets and construction & maintenance.
2. Oversees the daily supervision of staff, work schedules, coordination of projects and special assignments.
3. Recommends hiring needs, promotions and disciplinary procedures of subordinates. Assists with annual employee performance evaluations.
4. Prepares and maintains division budget, anticipates inventory needs and provides various team progress reports.
5. Reviews crews work status, assists Team Leaders with projects, monitors work assignments for compliance with regulations and completion dates.

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6. Assist crew in problem solving, new installation, and repair including streets, stormwater systems, drainage pipes, irrigation systems, facility, grounds, and concrete work.
7. Maintains inventory, obtains bids and orders signs and necessary materials.
8. Provides backup assistance for all phases of heavy equipment including CDL 'B' vehicles and equipment.
9. Directs staff in various operations including street lights and fountain lights maintenance inspections.
10. Meets with various staff members, contractors, agencies, officials and Department of Transportation representatives.
11. Oversees and assigns staff regarding safety programs.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School Diploma or GED; supplemented by five (5) years of experience in public works; or an equivalent combination of training and experience.

Must possess a Stormwater Class C License.

Must possess valid Florida Commercial Drivers License (CDL), Class "B".

B. Knowledge, Abilities and Skills:

Knowledge of occupational safety rules and practices.

Knowledge of operation and routine maintenance of light and heavy equipment.

Knowledge of supervisory skills and techniques.

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Knowledge of the regulations, codes, ordinances and laws relative to the divisions' functions and operation.

Ability to supervise a group of semiskilled and unskilled workers in daily and emergency situations.

Ability to understand, follow directions and instructions both orally and in writing.

Ability to prepare detailed reports and correspondence with accuracy and submitted in a timely manner.

Ability to use independent judgment in performing routine and non-routine tasks.

Ability to work under stressful conditions as required.

Ability to comprehend, interpret and apply regulations, procedures and related information.

Ability to organize, prioritize technical work orders.

Skilled in the operation of modern office equipment including fax machine and computer programs to produce reports and schedules.

Skilled in operating and maintaining a variety of specialized equipment as necessary in the performance of daily activities in the field.

C. Physical Requirements:

Task involves frequent walking, standing, over rough and/or uneven ground, stretching, sitting, bending, stooping, working in confined spaces, with some lifting and carrying objects of moderate weight (50 pounds) and occasionally heavy objects (100+ pounds); and/or the operation of vehicles, equipment, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

D. Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions.

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E Sensory Requirements:

Task requires sound perception and discrimination.

Task requires odor perception and discrimination.

Task requires depth perception and discrimination.

Task requires visual and color perception and discrimination.

Task requires oral communications ability.

Task requires texture discrimination.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Public Works Director

Received by: _____ Date: _____
Employee