

**CITY OF STUART  
JOB DESCRIPTION**

**Title:** PUBLIC WORKS DIRECTOR

**Department:** Public Works Administration

**Job Code:** 1070

**Grade:** S29

**Exempt Status:** Exempt

**CHARACTERISTICS OF THE CLASS**

Under administrative direction of the City Manager, is responsible for the administration, direction, and supervision of all Public Works Divisions activities and employees, including street and right-of-way maintenance, recreation and parks maintenance, water and wastewater systems, sanitation, grounds and building maintenance, fleet maintenance, and all capital improvements. Performs duties with considerable independence and latitude in supervising and in being responsible for technical and administrative operations of the public works in accordance with municipal policies, rules, and regulations. Employee supervises subordinates through oral and written reports and personal observation. Work is evaluated through conferences and review of progress reports.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Directs all Public Works Divisions activities and employees, including street and right-of-way maintenance, recreation and parks maintenance, water and wastewater systems, sanitation, grounds and building maintenance, fleet maintenance, and all capital improvements.
2. Develops and institutes departmental operating procedures and policies to enhance services provided by department; coordinates the activities of the department with municipal programs and work; develops and monitors short and long range goals and programs; assesses public needs.
3. Develops, reviews, and approve plans; prepares maintenance specifications and cost estimates; schedules, directs, and reviews the work in the maintenance, and repair of municipal streets, grounds, building facilities, other City property, and related equipment and vehicles.
4. Prepares department budget, controls expenditures, and recommends staffing levels, purchases of major items and

**Public Works Director - continued**

equipment; advises the City Manager on overall needs and department operations; reviews and administers personnel actions.

5. Directs hiring, staff development, evaluation and supervision of department personnel; prioritizes departmental capital projects and special activities.
6. Acts as technical advisor and works in close cooperation with other department directors and advisory boards.
7. Maintains and updates a database of departmental responsibilities and activities; updates annually the Public Works section of the Natural Disaster Plan and implements it if necessary.
8. Conducts research and special studies for City Manager, prepares reports, and presents findings and recommendations.
9. Responds to citizen inquiries and complaints regarding City services performed under the jurisdiction of Public Works.

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:**

Bachelor's Degree in mechanical or civil engineering, or closely related field, public or business administration from an accredited college or university; supplemented by six (6) years of progressively responsible experience in a public works organization; or possession of a Bachelor's Degree plus ten (10) years of progressively responsible experience in a closely related field; or an equivalent combination of training and experience.

Must possess a valid Florida Driver License.

**B. Knowledge, Abilities, and Skills:**

Knowledge of professional public works engineering as applied to the design and construction of streets, storm sewers, and related public facilities.

Knowledge of the principles, practices, techniques, and equipment used in modern public works projects' administration.

Knowledge of the laws and regulations applicable to the construction and maintenance methods, materials, and equipment used in municipal public works.

Knowledge of the principles and practices of organization and management, budgeting and funds control, and personnel management and administration.

Knowledge of methods for utility installations and right-of-way regulations for all types of utilities, both underground and overhead.

Knowledge of construction/labor methods, particularly in maintenance activities such as grading, drainage, landscaping, paving, building and cleaning.

Ability to read, understand, and review site plans to determine compliance with drainage, utility, and other requirements.

Ability to plan, prepare specifications, and supervise maintenance of a wide range of municipal facilities and improvements.

Ability to prepare written reports and make presentations advising the City Manager and other officials on proposed and ongoing projects.

Ability to establish and maintain effective working relationships with other City officials, employees, public agencies, and the general public.

Ability to plan, organize, and coordinate public works functions.

Ability to motivate, manage, and supervise employees with varying levels of education and work experience.

Ability to communicate effectively, orally and in writing.

**C. Physical Requirements:**

Task involves regular physical effort in standing, sitting, walking, bending, stooping, reaching, pulling, pushing, stretching, and frequent moderate lifting (30+ pounds); with standard dexterity in the use of fingers, limbs, or body in the operation of office equipment or shop equipment or other restricted physical activities. Task may involve extended periods of time at a keyboard.

**D. Environmental Requirements:**

Task may require infrequent exposure to adverse environmental conditions.

**E. Sensory Requirements:**

Task requires color perception and discrimination.  
Task requires sound perception and discrimination.  
Task requires depth perception and discrimination.  
Task requires visual perception and discrimination.  
Task requires oral communications ability.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee