

**CITY OF STUART  
JOB DESCRIPTION**

**Title:** ASSISTANT PUBLIC WORKS DIRECTOR

**Department:** Public Works-Utilities, Sanitation and Vehicle  
Maintenance Teams  
(Water & Sewer General Government)

**Job Code:** 2028

**Grade:** S24

**Exempt Status:** Exempt

**CHARACTERISTICS OF THE CLASS**

Under the general supervision of the Public Works Director, this is a highly responsible administrative position of considerable difficulty assisting the Public Works Director in directing, appraising, analyzing and coordinating administrative and technical duties in the operations of the Water Treatment, Wastewater Treatment, Distribution and Collection, Sanitation, and Vehicle Maintenance Teams. The employee in this class relieves the Public Works Director of much of the administrative and supervisory detail work of the department by assisting in planning, budgeting, organizing, directing, and coordinating departmental functions. Participates in the formulation, implementation and enforcement of departmental policies; provides administrative and technical assistance to subordinates; conducts investigations and analyzes procedures related to the effective operation and administration of the department. The employee is directly responsible for major functions within the department as assigned. An employee in this class exercises independent judgment and supervision in conformance with established municipal and departmental policies. The Public Works Director through conferences, reports, and observations, reviews work and success in achieving established goals.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Responsible for establishing goals, objectives, and work plans, planning schedules, developing operating policies and procedures, and directing Water, Wastewater, Sanitation and Vehicle Maintenance subordinate personnel in operational functions, centralized administrative activities, and other areas as assigned.

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2. Establishes and updates department goals and objectives; recommends standards, procedures, forms and regulations.
3. Recommends in the interest of the City, that eligible applicants are hired and that subordinate employees be transferred, suspended, promoted, terminated, reassigned or disciplined.
4. Assesses personnel training needs; assists in planning, organizing and implementing training programs to achieve maximum personnel effectiveness and to enhance subordinates' career development.
5. Appraises equipment suitability and recommends equipment needs and most effective means of acquiring and utilizing equipment.
6. Conducts research; prepares and presents reports, studies and makes recommendations relating to the Water, Wastewater, Distribution and Collection, Sanitation, and Vehicle Maintenance operation programming. Prepares various periodic and special reports.
7. Assists in the selection and supervision of outside contractors, which involves reviewing bids, specifications and contracts; resolves conflicts with outside engineers, architects, and contractors.
8. Manages a water quality program, a wastewater treatment and discharge program, a solid waste collection program, a vehicle maintenance program in compliance with local, state and federal regulations.
9. Receives, reviews, prepares and/or submits a variety of reports and documents including water consumption reports, wastewater quality reports, wastewater quality reports, requisitions, laboratory reports, engineering plans and specifications, payroll, budget documents, research papers, ordinances, resolutions, safety reports, regulatory agency reports and general office correspondence.
10. Develops and implements new operational programs, i.e. Valve Maintenance and Water Main Verification Program; Backflow/Cross Connection Ordinance and Program; Water

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Meter Testing and Rotation Program; Fire Hydrant Maintenance Program; Emergency Response Procedures; Work Order System; Industrial User Wastewater Pre-Treatment Ordinance; Manhole Rehabilitation Program; Force Main Air Release Valve Maintenance Program; Sanitary Sewer Maintenance Program (Cleaning and Televising); Preventive Maintenance Program for Water Plant and Wellfields; Preventive Maintenance Program for Wastewater Plant and Lift Stations; Sets Up Records/As-built Utilities Drawing Files.

11. Establishes schedules for sanitation routes, schedules vehicle maintenance mechanics, and maintains records for recycling.

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 does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS**

**A. Training and Experience:**

Associates Degree in Civil Engineering/General Construction or related fields, from an accredited college or university, supplemented by ten (10) years or more of progressive responsible management experience in water, wastewater, distribution and collection, sanitation and vehicle maintenance operation; or an equivalent of education and experience.

Must possess a valid Florida driver license.

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

Extensive knowledge of modern principles and practices of water, wastewater, distribution and collection, sanitation, and vehicle maintenance management in a team environment.

Extensive knowledge of and ability to apply the principles and practices of organization, management, personnel and

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financial administration in the operation of a major municipal division.

Knowledgeable in budget preparation, research, report production and related tasks.

Ability to establish attainable goals and objectives, to develop long-term plans and programs, and to make sound decisions on matters of operating policy and administrative problems.

Ability to deal tactfully with other department officials, the general public, regulatory agencies and contractors; and to communicate effectively, orally and in writing.

Ability to manage, coordinate, oversee and supervise the water, wastewater, distribution and collection, sanitation and vehicle maintenance programs and operations in order to comply with local, state and federal regulations.

Ability to prepare, review and analyze various types of documents and reports and ability to make sound decisions.

Possess exceptional supervisory and technical skills; ability to motivate, manage and supervise employees with varying levels of education and work experience.

Ability to communicate effectively, orally and in writing.

Ability to operate a motor vehicle.

Skill in the use of various types of equipment and tools such as computers, printers, calculators, two-way radios, and other electronic equipment and instruments.

**C. Physical Requirements:**

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, reaching, stooping, working in confined spaces, and lifting or carrying moderately heavy (25-50 pound) items and occasionally very heavy (100+ pound) items; or may involve the complex operation of gasoline, electric, or diesel-powered

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machinery, hand tools or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, with associated equipment.

**D. Environmental Requirements:**

Work in an office environment. Some outside work under various weather conditions. Frequent exposure to noise levels that may cause distractions. Work with or in moving objects and vehicles.

**E. Sensory Requirements:**

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

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

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works Director

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