



City of Neptune Beach Job Description



		(Completed by HR)
Job Title:	Director of Public Works	New: <input type="checkbox"/> Recl: <input checked="" type="checkbox"/>
Reports to (Title):	City Manager	
Department/Division:	Public Works	
		FLSA: Exempt

GENERAL SUMMARY:

This at-will position is a key member of the City's Administrative Executive Leadership Team and is responsible for the second largest department within the City of Neptune Beach. The Director of Public Works will be results-driven, with well-grounded ethical decision-making skills, superior interpersonal and communication skills, and a track record of, "big picture" strategic planning.

Of utmost importance to the City Manager is that the Public Works Director can lead the diverse team at the Public Works "Yard." The Director must be an innovative professional that is self-confident and able to speak with clarity on a variety of complex technical issues. The Director must be able to prioritize and execute a Capital Improvement Plan within the budget that's provided. The City is completing a vision plan that enumerates many public works projects, implementing that plan will be a collaboration between the City Manager, Chief Financial Officer, and the Director of Public Works.

The candidate must be capable of working effectively and communicating diplomatically with the City Council, Staff, Resident and Business Groups, the labor union, regulatory bodies, developers, contractors, and other governmental agencies.

DUTIES AND RESPONSIBILITIES:

Working closely with the City's Executive Team and staff, the Director of Public Works will have overall responsibility for all aspects of the Department's daily operations, including the following key duties and responsibilities:

- Leads and directs operations of the Public Works Department; prepares and/or approves briefings and recommendations for presentation to the City Council, and the public; coordinates Department efforts with other City Departments, and with comparable organizations in other public and private agencies.
- Represents the City of Neptune Beach and the Public Works Department at community, public and professional meetings.
- Reviews, Develops, and implements long-term departmental goals, objectives, plans and procedures; researches, reviews, and analyzes financial, engineering technology, cost/benefit, and other information to develop the most efficient and effective policy solutions for implementation and/or recommendation to the City Manager and the City Council.
- Furnishes the City Manager a monthly departmental report on the various activities each division of the Public Works Department has in action, has completed, or is planning to begin.
- Responsible for project delivery, including the timeliness and accuracy of the department's project management.
- Leads, supervises, mentors, and organizes others in the Public Works Department on issues regarding standard daily operations, innovative process modifications and progressive approaches to unique opportunities; trains staff and self in managerial and technical pursuits.
- Performs related works as assigned by the City Manager.

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KNOWLEDGE, SKILLS AND ABILITIES OF THE IDEAL CANDIDATE:

The successful candidate will exhibit outstanding leadership qualities that will bring strength, stability and an instant credibility to the position with a strong focus on customer service and building solid relationships with all internal and external stakeholders. Top candidates for consideration will have had prior experience in an organization that is committed to working in partnership with other departments/agencies and promoting a collaborative team-work environment.

The ideal candidate will be able to demonstrate a proven track record of organizing, implementing and completing public works-related projects. The next Director of Public Works must also be able to work with a diverse group of people, typically by being pragmatic, flexible, and driven by results. Historically, the Public Works Department has enjoyed a Director that developed trust with superiors, peers, subordinates and residents; the ideal candidate will exhibit the same qualities.

Tactful, patient, approachable, knowledgeable, and self-confident are traits that describe the next Director of Public Works. The ideal candidate will provide leadership that builds on the existing skills of his/her team, as well as inspires, motivates, and empowers staff to achieve mutually established goals. Experience managing multiple projects while simultaneously leading a unionized workforce is essential to being successful in this position, and the top-candidate must be hands-on and committed to addressing an array of complex and technical issues impacting Neptune Beach.

The Public Works Department is preparing for significant improvements to its infrastructure systems and the pace of work will adjust to follow the demand of completing those projects in a timely manner. The successful candidate will create an open, collaborative, and successful relationship with the City's Executive Team, City Council, Community Groups, Developers, and Residents.

EDUCATION AND EXPERIENCE:

This position requires a Bachelor's Degree from an accredited college or university with major coursework in engineering, or a closely related field. An Advanced degree is highly desired.

This position requires at least six years of experience-based expertise in large and complex public works operations, construction management with multiple contractors, or closely related experience.

LICENSES AND/OR CERTIFICATES:

Valid Florida Driver's License, or ability to obtain one within thirty days of hire.

A valid Florida Professional Engineer license is highly desirable but not required, or an equivalent transferable license from another state, which must be converted to Florida Registration.

Water and Domestic Wastewater Operator Certification with the Florida Department of Environmental Protection are also highly desirable, but not required.

WORKING CONDITIONS:

The physical conditions that apply to the Worker in this job are described as follows:

☒ None: The worker is **not substantially exposed to adverse environment conditions**: job likely consists of typical office work or administrative work.

PHYSICAL ACTIVITIES: (Essential physical activities:)

<input type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking	<input type="checkbox"/> Pushing	<input type="checkbox"/> Pulling	<input type="checkbox"/> Lifting
<input type="checkbox"/> Fingering	<input type="checkbox"/> Grasping	<input type="checkbox"/> Feeling	<input checked="" type="checkbox"/> Talking	<input checked="" type="checkbox"/> Hearing	<input checked="" type="checkbox"/> Driving

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MATERIALS AND EQUIPMENT:

Machines, tools, equipment, electronic devices, software, etc. used by position:

- ☒ Data processing equipment
- ☒ Office equipment (desk, chair, phone, etc.)
- ☒ Office machines (copier, facsimile, calculator, cash register, etc.)
- ☒ Office supplies (pens, staplers, pencils, etc.)
- ☒ PC equipment (monitor, keyboard, printer, etc.)
- ☒ PC software
- ☐ Public safety equipment (firearms, radar, radio, mobile video systems, etc.)
- ☒ Other (list): Two-way radio

DISCLAIMER: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.

For Office Use Only

Revision Date: September 2020
Previous Revision Date: February, 1996, July 2001, January 2004, June 2015
Previous Title: Public Works Director