The City Beautiful

City of Coral Gables
Job Description

Job Title: Assistant Public Works Director Field Services
Department: Public Works
Classification: 0633
Pay grade: 37E
FLSA: Exempt

Prepared Date: 9/2015
Approved By: HR/CM

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Summary

The Assistant Public Works Director for field services is responsible for a dedicated, talented, and diverse team with responsibility to keep the City of Coral Gables beautiful, clean, and safe including; Landscape services and Sanitation. The Assistant director will report directly to the Public Works Director and assure that the public services team is a highly functioning team contributing to the overall success and quality of life for the City, and will assist the Director in assuring the overall success of the Department as a whole.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Plans, reviews and supervises public services division's policies, programs and operations through supervisors. Prepares work plans and projects for all maintenance operations. Supervises the activities involved in the maintenance and operations of landscape and sanitation.

Administers approved contracts for various services including but not limited to sanitation and recycling services, emergency debris management/monitoring and landscape maintenance services.

Provides oversight and leadership of systems and process to assure to assure effectiveness and efficiency of the City's sanitation operations.

Processes grant applications. Administers federal, state and local grant funds.

Prepares and gives public presentations to the City Commission and other organizations. Prepares commission packages.

Performs administrative functions to include preparing reports and correspondence, maintaining department records, and attending various department and committee meetings.

Demonstrates leadership by advocating for innovation and strategic change, and promoting the development of a diverse and engaged workforce.

Manages and develops a qualified staff, ensuring professional and courteous service from all employees in support of the City's mission, values, customers and stakeholders.

Oversees the establishment and priorities for division budgets and initiatives including responsibility to monitor and maintain operations within the established budgets.

Develops and implements long range and annual action plans to meet the needs of a growing City.

Leads the effort to become a good regional partner with neighboring municipalities.

Remains informed of cutting edge technologies and advancements in municipal Public Works programs.

Performs administrative functions including the review and approval or disapproval of cost proposals, purchase requisitions, payroll, leave requests, purchase card statements, employee evaluations, and disciplinary action.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with and abides by all applicable safety rules which include wearing and using all appropriate safety equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of regional laws and regulations, principles, practices, equipment and materials used in landscape maintenance, arboriculture and nursery management. Knowledge of current practices, procedures and techniques in waste collection and disposal. Knowledge of the rules, regulations and procedures of the City's Capital Improvement Program. Knowledge of the procedures for grant applications and grant administration. Knowledge of the principles and practices of public works administration. Knowledge of cost estimates, plans, specifications, and contracts pertaining to service contracts. Knowledge of management and supervisory practices. Ability to understand and interpret architecture and engineering drawings, construction plans, specifications and contracts. Ability to make field inspections of service operations. Ability to develop and implement policies and procedures. Ability to prepare and monitor budgets. Ability to prepare reports. Ability to establish and maintain effective working relationships with employees, peers, public officials, consultants, other agencies, and the general public. Good verbal and written communication skills are necessary. Ability to supervise the work of others in a manner conducive to full performance and high morale.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

A Bachelor's degree in business administration, public administration, or related field. Advanced degree strongly preferred.

A minimum of eight years responsible and relevant experience with considerable senior management level experience.

Public sector experience within a multi-faceted Public Service organization preferred.