



PUBLIC WORKS DIRECTOR

Public Works Department

MAJOR FUNCTIONS: Performs complex supervisory, administrative and technical work directing all operations and divisions of the Public Works Department including: Sanitation, Street Maintenance, Building Maintenance, and Fleet Maintenance. Work is performed under the direction of the City Manager.

ESSENTIAL DUTIES: Formulates all work plans, programs, schedules and operating policies related to all Public Works activities: residential and commercial refuse collection; recycling; streets maintenance, road and sidewalk construction and maintenance; traffic control and signalization; stormwater and drainage systems; natural resources, and fleet maintenance. Directs and participates in the selection, placement, promotion, training, safety, discipline and appraisal of all Public Works personnel.

Responsible for the preparation and implementation of the department's annual budget request inclusive of capital projects. Oversees, directs and participates in project management for the construction of municipal public works projects, including contractor compliance and budget parameters. Responsible for maintaining regular contact with consulting engineers, construction project engineers, local, state and federal agencies, professional and technical groups, and the general public regarding the Public Works Department's activities and services.

Evaluates the City's public works needs and makes procedural and operational recommendations to the City Manager. Attends City Commission Meetings as necessary. Performs related non-essential duties as required.

KNOWLEDGE, EDUCATION, AND EXPERIENCE: Extensive knowledge of public works administration and civil engineering principles, practices and methods as applicable to a municipal setting. Thorough knowledge of applicable City laws, policies and regulations affecting department activities. Knowledge of public works related rules and regulations on the local, state and federal level. Ability to establish working relationships with elected officials, City employees, other federal, state and local governmental representatives, civic groups, consultants, vendors, the media and the general public is essential.

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Engineering or related field. Master's Degree preferred.

Prefer successful candidate to maintain at least five (5) years progressive work experience in public works administration, or an equivalent combination of training, education and experience. Must have a valid Florida Commercial Drivers License (Class B) or able to obtain within 90 days.

WORK SCHEDULE: Monday – Friday, 8:00 a.m. – 5:00 p.m. Nights and weekends, as required

HIRING RATE: \$96,126 - \$105,238

CLOSING DATE: Open until filled

Persons interested in this position should complete a City of Auburndale application and submit it to the City Manager's Office at 1 Bobby Green Plaza. Applications can also be downloaded online at www.auburndalefl.com.

The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer.