

# Town of Fort Myers Beach Job Description

**Position:** Director  
**Department:** Public Works

## POSITION SUMMARY

Plans, organizes and directs the functions of the Public Works Department including engineering, roads, storm water systems, sanitary sewer systems, facility maintenance, beach and beach access maintenance, parking operations, mooring field and the Town's solid waste program. Works closely under the general direction of the Town Manager.

## ESSENTIAL JOB FUNCTIONS

- Plans and implements a comprehensive Public Works program for the town; integrates public works programs and activities with other city, county, state, and federal departments and/or agencies.
- Plans and directs the activities of all assigned personnel; and formulates and enforces department rules, regulations, work methods and procedures.
- Prepares studies, reports and recommendations relative to the Public Works programs and special projects; determines and recommends what Public Works programs or major projects should be initiated, dropped or modified.
- Perpetuates Public Works improvements and projects by initiating and/or assisting in the acquisition of grants, easements, etc., determines the resources needed for approved projects; and reviews work activities to ensure efficient and safe operations and conformance with established State, County, Town standards, regulations and policies.
- Prepares budget estimates and controls expenditure of department funds; this includes the planning and budgeting for future Public Works activities; establishing an adequate system of reporting from subordinates to assure necessary control information; and the evaluation of services rendered in relation to cost vs. benefits derived and continuing need.
- Critical employee related to all Town disaster and for Town emergency management coordination. Responsible for Town's OSHA and employee safety program.
- Attends various hearings, seminars, and civic and business meetings on behalf of the Public Works Office.
- Establishes street and water system logs to gauge effectiveness of maintenance programs.
- Encourages staff to learn and use the GIS system to track services.
- Initiates periodic study and analysis of street and pedestrian traffic flow, congestion, accidents, and other conditions affecting the safe and convenient use of streets and walkways.
- Evaluates Public Works staff and encourages each worker to continue toward achieving personal improvement goals and objectives.
- Performs other duties of this position or related positions as may become necessary or as directed by the Town Manager.
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(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

## MINIMUM QUALIFICATIONS

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Graduation from a four-year college or university with major course work in engineering or related field. Three years' experience as a consulting, or assistant engineer with a city, county, or regional office or firm which does considerable work for local government agencies. Five years of management, supervisory, and budgeting experience. A licensed state of Florida professional engineer is preferred. Any equivalent combination of education, experience, and training that provides the required knowledge, skills and abilities.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, and alcohol and drug test.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS**

- Thorough knowledge of the fundamentals and accepted practices in municipal public works administration.
- Knowledge of personnel and programs management principles and practices, including optimum use of human and material resources.
- Knowledge of state and local laws and procedures relating to municipal public works and of municipal government administration and the role public works takes in that administration
- Ability to formulate and implement a sound progressive public works program and sustain operations and maintain responsibility for a variety of activities without regular direction.
- Ability to plan, direct, and coordinate the work of subordinates.
- Ability to express ideas clearly and concisely, orally and in writing to groups and to individuals.
- Ability to establish and maintain effective working relationships with superiors, subordinates, contractors, engineers, property owners, and the general public and the ability to secure compliance with construction plans, specifications, and standards in a tactful yet effective manner.

## **PHYSICAL/ENVIRONMENTAL DEMANDS**

Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.

May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.

**Physical Requirements:** Must be physically able to operate a vehicle and a variety of machines and equipment including a computer, calculator, survey equipment, telephone, etc. Tasks involve some physical effort, including some standing, walking and frequent lifting (to 50 pounds), and minimal dexterity in the use of fingers, limbs or body in the operation of office or field equipment.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Language Ability:** Requires ability to read a variety of policies and procedures, engineering drawings, technical documents, maps, budget documents, codes, etc. Requires the ability to prepare technical reports, progress reports, performance appraisals, bid specifications, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including civil engineering, legal, construction, mechanics, electrical, personnel, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time and weight. Must be able to use practical applications of algebra, geometry.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree, or to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)

*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*