

CITY OF ROCKLEDGE

JOB DESCRIPTION

TITLE: Assistant to the Public Works Director

DEPARTMENT: Public Works

GENERAL DESCRIPTION:

This is a responsible administrative, planning and professional work in assisting the Public Works Director in directing all activities of the Public Works Department. Work is performed under the general administrative direction of the Public Works Director.

ESSENTIAL JOB FUNCTIONS:

1. Assists in supervising the various sections of Public Works through the coordinators, supervisors and foremen.
2. Develops plans and projects for the Public Works Department such: short and long range goals and capital improvements as well as maintains schedule updating.
3. Makes out work schedules. Supervises work in progress.
4. Inspects work done for the City by outside construction companies.
5. Assists in preparation of bid work and selection.
6. Meets with citizens and answers and investigates complaints.
7. Assists in reviews all subdivision, commercial, and right-of-way plans.
8. Attends meetings and workshops.

SPECIAL REQUIREMENTS:

- Ability to supervise a large number of employees through divisional coordinators, supervisors and foremen.
- Ability to plan and direct a wide range of public works systems and activities.
- Knowledge of the site plan review process.
- Knowledge of stormwater treatment systems including stormwater calculations.
- Knowledge of the fundamentals of surveying.
- Knowledge of capital improvement projects.

EDUCATION AND EXPERIENCE:

Graduation from an accredited two year college with an Associates Degree in engineering, construction, public administration, or a related field preferred. At least five (5) years management experience in all phases of municipal public works.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections).
- Acceptable hearing (with or without hearing aids).
- Ability to communicate both orally and in writing.
- Walking
- Talking
- Bending