

DIRECTOR, PUBLIC WORKS & TRANSPORTATION

Job Code	Pay Grade
16918	E3

Nature of Work

This is advanced, highly responsible administrative and technical management work directing operations of various multi-disciplinary and design functions in Public Works. This position oversees, directs, and organizes Public Works consisting of Engineering Design, Fiscal Management, Construction Administration, Transportation Planning, Traffic Operations, Surveying, and Maintenance Operations. Work involves responsibility for planning and directing subordinate directors, managers and supervisors in achieving departmental and special project goals. The employee in this class is responsible to the County Administrator for the technical and administrative coordination of all departmental goals, policies/procedures, and programs and solves a wide range of highly complex, multi-disciplinary problems, which must consider long-term organization-wide planning. An incumbent negotiates in sensitive and complex situations and is expected to develop and present innovative ideas and solutions of potentially great significance to the organization future. This position reports directly to the County Administrator.

Minimum Qualifications

- Bachelor's Degree in Civil Engineering or directly related field and 15 years progressively responsible experience in Public Works, Transportation Engineering and Planning, Design Engineering, Construction Administration, including 10 years experience in supervisory capacity: or
- An equivalent combination of education, training and experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsements, if any.
- Registration as a Professional Engineer in the State of Florida.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive)

- Directs the programs and activities of Public Works Engineering and Transportation Engineering operations.
- Oversees administrative and technical directors, managers and supervisors in the administration of the County's engineering and transportation planning program.
- Provides direction, reviews for approval and submits the operating budget for Public Works Engineering and Transportation Engineering for review by the Board of County Commissioners.
- Provides and initiates recommendations, presentations, and reports, on a variety of planning related functions, such as the County's short range and long range transportation plans.
- Directs, supports and guides managers and subordinates in project development.
- Interfaces with the Metropolitan Planning Organization and represents the County's interests at MPO technical and advisory meetings.
- Provides administrative and technical expertise and advice necessary for the successful deployment and efficient and effective operation of the County's Intelligent Transportation Systems.
- Develops general policies, in consultation with Public Works management, for maximum utilization of available financial resources through appropriate allocation of manpower and equipment services.
- Provides Public Works oversight and direction in response to inquiries from the Board of County Commissioners, the media and the public, to ensure they are consistent with county policies and goals.
- Attends Board of County Commissioners' meetings and work sessions to present reports, update inquiries to agenda items, and respond to questions, as required.

DIRECTOR, PUBLIC WORKS & TRANSPORTATION (continued)

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Illustrative Task (continued)

- Directs communication and coordination with other agencies relating to transportation issues.
- Provides technical direction in the County's Emergency Management Department as related to the transportation aspects of emergency management (hurricane evacuation, homeland security, etc.).
- Provides direction, reviews for approval and submits the operating budget for Public Works Engineering and Transportation Engineering for review and approval by the Board of County Commissioners.
- Directs and participates in public relations efforts for project development and general operations by participation in public information meetings, through frequent contact with citizens by telephone and letters, and by establishing a working relationship with local media outlets.
- Oversees, participates and/or assigns designee in the selection of engineering and architectural consultants, by membership on the Selection Advisory Committee (SAC), for consultant contracts involving roads, drainage, buildings, parks, etc.
- Directs and oversees efforts of Transportation Division and the development of the road and drainage six year CIP budget, primarily in establishing priorities and funding by the Board of County Commissioners.
- Reviews CIP status with Director of Engineering on an ongoing basis.
- Serves as an expert witness on behalf of the County on public works engineering and transportation related litigation.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge and application of current business methods and procedures applicable to public administration.
- Knowledge and application of modern techniques, methods, procedures, principles, and practices of all phases of public works, civil engineering, design construction and transportation engineering and administration, as related to the design and construction of Public Works and Transportation projects, in order to effectively direct/evaluate/guide Public Works' Capital Improvement Program and Transportation projects.
- Knowledge of personnel administration, finance, management, and goal setting and program development.
- Ability to plan, organize, direct and evaluate a wide range of programs within Public Works and Transportation Engineering.
- Ability to communicate effectively, both written and orally, and to make effective presentations to a variety of groups.
- Ability to present oral and written comments, recommendations, long range plans, and program presentations clearly and concisely.
- Ability to interact effectively, establishing good working relationships with staff, other County organizations, agencies, State officials, consultants, contractors and the public.
- Ability to analyze and present resolutions to administrative and technical problems.
- Ability to establish, maintain, interact with and motivate effectively all levels of subordinate and superior personnel.
- Ability to plan, direct, manage, coordinate, organize and inspect transportation engineering plans, programs, and activities.
- Skill in advanced leadership techniques and practices to evaluate and determine organizational goals and objectives, maximizing effectiveness of organizational work units through staff selection and assignments.

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Created	EEOC Code	Overtime Code
7/08	Officials & Managers	Exempt