

POSITION TITLE	Public Works Director
FUNCTIONAL AREA	Live Oak, Florida – Public Works Department
PAY RANGE (salaried)	Class: Department Head, Public Works Director
	Minimum: \$53,000.00
	Maximum: \$82,537.50
HIRING / STATUS	
	<ul style="list-style-type: none"> • City Manager to advertise the position for a prescribed period of time. • Application packets will be screened and scored by a committee established by the City Manager. • The committee will select applicants for interviews. • Interviews will take place by the committee at City Hall, during normal business hours. • Interviewees will be scored by the committee. • City Manager to decide on the top applicant to be conditionally offered the position at a starting salary within the adopted range. Conditions include, but are not limited to, satisfactorily passing drug test, background check, and other standard hiring requirements. • Once a conditional offer for employment has been accepted, a formal recommendation will be made by the City Manager to the City Council in a public hearing for a vote to take place specific to the appointment of the recommended candidate. • Once an applicant has accepted the offer, the applicant shall then become a new employee of the City of Live Oak, with a start date to be determined with the City Manager.
HIRING PAY	Determined by the City Manager (*)
	(*) Starting pay for the selected applicant shall be commensurate with both their attained educational level, as well as relevant job experience.
CLASSIFICATION	Full-Time Department Head; Exempt; At Will

Schedule: Full-time, Monday – Friday 8:00am to 5:00pm, on-call for after-hours emergency situations, and attendance of after-hours City Council meetings.

The Public Works Director Office is housed in City Hall, 101 White Avenue SE.

Job Description:

Under the general direction and supervision of the City Manager, we are seeking a team-orientated and community-minded candidate to plan, organize, supervise, oversee, manage and direct the day-to-day operations of the Public Works Department for the City of Live Oak, including but not limited to:

- Streets, Sanitation, Stormwater and Groundskeeping staff and operations;
- Animal Control and Animal Kennel staff and operations;
- Contracted utilities company over Water, Sewer, and Natural Gas staff and operations;

- Contracted utilities company over Wastewater and Water Treatment Facilities staff and operations;
- Capital Improvement Projects;
- Special Projects; and
- Grant Projects

Select Duties, Responsibilities and Skills:

- Must be a self-starter, enthusiastic, and a demonstrated team builder, facilitator, and consensus builder who is positively involved with and supportive of all City Staff, as well as with the community.
- Possesses outstanding interpersonal, written and verbal communication skills.
- Possesses excellent public speaking, writing, researching skills and have a strong customer-service orientated attitude.
- Maintains accurate and detailed records and files.
- Oversees and sets goals for Public Works Operations.
- Performs planning, directing, and coordinating the activities of the water and wastewater utilities.
- Establishes standards, policies, plans, schedules, and procedures for expanding, operating, and maintaining the City's Public Works infrastructure.
- Leads and monitors the delivery of any Public Works infrastructure capital improvement plans.
- Supervises multiple staff and related contracted entities, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
- Participates in the negotiation, development, planning, design and implementation of related City Capital Improvement Projects as well as improvements to existing facilities.
- Assesses the needs for consultant services and recommends accordingly; representing the City's interests in overseeing and evaluating consultant services and making recommendations.
- Appraises the adequacy of facilities and develops plans and priorities for modifications and extensions; evaluates the soundness and efficiency of operations; supervises the installation of improvements; and, develops work programs and budget estimates.
- Prepares the Public Works budget including preparing cost estimates and justification for budget recommendations; researches and recommends Capital Improvement Projects; and, approves, monitors and controls department expenditures.
- Monitors and evaluates the efficiency and effectiveness of the department's methods, procedures, and programs; identifying and implementing opportunities for improvement; and, reviewing with the City Manager where appropriate.

- Ensures all regulatory reports and deadlines are adhered to and department activities comply with regulating entities' rules and regulations; immediately notifying the City Manager of any known regulatory violations, inspections, notices, investigations, or enforcement activities.
- Prepares and evaluates bid specifications for Public Works projects.
- Attends City Council and related board meetings and presents to the City Manager and City Council.
- Receives and utilizes input from community groups, neighborhood groups and individuals regarding Public Works services and needs.
- Acts as a liaison with other City Departments and staff, outside agencies and community groups to explain and discuss various aspects of the department's functions.
- Acts as a liaison with Federal, State, local and other agencies.
- Represents the City on city, state, local, and professional boards/associations.
- Receives and responds to and resolves information requests, public inquiries, and various complaints with professionalism, courtesy, caring and tact.
- Organizes and directs engineering projects; development review including engineered and architectural plans; right-of-way's including street, street-scape, sidewalk and landscaping/greens-space maintenance; ADA management; sanitation, storm water, public works maintenance programs, and building maintenance.
- Tracks organizational efforts and projects to ensure successful outcomes and maximize public safety.
- Works closely with contracted City Engineering firms as required and makes recommendations and conducts studies as necessary to support other City Departments in conjunction with departmental projects.
- Serves as Assistant Incident Commander for natural disasters that impact the City.
- Duties include coordination with Suwannee County, Florida Department of Emergency Management, FEMA and other governing agencies which includes direct participation in the Suwannee County Emergency Operations Center (EOC) in the event of natural disasters and annual training exercises.
- Detail-orientated, organized, and exercises/presents a high level of professionalism and performance in all aspects of representing the City.
- Must be able to work individually and also with a team of co-workers representing multiple points of view.
- Knowledge of administrative procedures and departmental rules and regulations.
- Knowledge of pertinent Federal, State and local laws and ordinances governing the activities of the department.
- Knowledge of modern management techniques and methods.
- Ability to plan, assign and evaluate the work of professional, technical and clerical subordinates.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to prepare clear, concise and comprehensive reports.

- Ability to establish and maintain effective working relationships with associates and the general public.
- Performs advanced activities requiring the exercise of independent judgment and initiative in a variety of assignments for the City.
- The ability to work outside of standard business hours is expected of this position.
- Other duties, as directed and delegated by the City Manager.

Minimum Qualifications:

- A four-year bachelor's degree in Civil, Mechanical, or Environmental Engineering, Construction Management, Public Administration or other related field from an accredited university, or;
- A high school diploma and/or two-year college degree, plus a minimum of five (5) years of progressive experience in the operations, maintenance, and administration of a Public Works Department, or similar entity;

AND

- A minimum of three (3) years of experience of direct supervision of five (5) or more subordinate staff;
- Experience in the governmental/public sector is preferred;
- Strong and effective oral and written communication skills;
- Proficient in Microsoft Office computer skills, including Excel, Word, Outlook and similar office suite software;
- Must have a valid Driver's License, and obtain a State of Florida issued driver's license upon relocation, if applicable; and have a clear driving record for the past three (3) years;
- Must live or relocate to reside within a sixty (60) mile radius of the City of Live Oak, Florida;
- Must pass a background check and drug test.

Working Conditions and Physical Factors:

- Work is performed both indoors in an office environment and in the field with crews, projects, assessments, meetings with applicable parties, residents, citizens, business owners, and community stakeholders, and/or necessary work for project or site evaluation, management and inspection.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, e-mail and personal contact.
- While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear.
- Specific vision abilities include near distance, far distance, color, peripheral vision, and depth perception.

- Requires physical capability to effectively use and operate various items of office-related equipment, such as, but not limited to Computer P.C. – desktop and laptop, telephone – desk and smartphone, copier/scanner/fax, measuring tape and wheel, operating a city vehicle.
- The noise level in the work environment is usually moderate.
- Some duties may require the employee to be exposed to various seasonal outside weather conditions, wet and/or humid conditions.
- Requires intermittent sitting, standing, climbing, walking, balancing, stooping, bending, crouching and repetitive motion; occasional lifting of objects up to 40 pounds.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position.

It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary.

This description does not constitute a written or implied contract of employment.

The City of Live Oak City Council reserves the right to update and/or change this job description, by method of passing a Resolution during a public hearing.

The City of Live Oak is an equal Employment Opportunity employer and Drug-Free Workplace.