



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Assistant Public Works Director  
Operations  
**Department:** Public Works  
**Classification:** 1026  
**Pay grade:** 37E  
**FLSA:** Exempt

**Prepared Date:** 09/2014  
**Approved By:** Elsa I. Jaramillo-Velez  
Glenn Kephart  
Carmen Olazabal 

### Summary

Performs professional, administrative, and supervisory work assisting the Public Works Director with the administration of the Utilities and Right of Way Divisions. Responsible for managing the City's sanitary sewer system, storm water system, maintenance of right of way infrastructure, and assuring compliance with all regulatory requirements. Must be able to think strategically and exercise considerable initiative and independent judgment. Reports to the Department director.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Plans and administers all aspects of the City's Sanitary Sewer and Storm water Management Divisions including daily operations, planning, project development and delivery, financial management, staff leadership, and regulatory compliance.

Plans and administers all aspects of the City's Right of Way Division including maintenance of streets and bridges, drainage structures, and waterways. Oversees and provides leadership to staff, develops strategic maintenance plans, and oversees the development and delivery of maintenance projects performed by staff and contractors.

Coordinates field activities and performs field and inspections.

Promotes positive relationships with community, businesses, and other governmental and regulatory agencies.

Prepares and gives public presentations to the City Commission and other organizations.

Performs administrative functions to include preparing reports and correspondence, maintaining department records, and attending various department and committee meetings.

Provides field staff leadership and strategic direction during emergencies.

Keep rest of bullets down to Knowledge, Skills and Abilities except Green Task Force.

## **Knowledge, Skills, and Abilities**

Knowledge and complete understanding of sanitary sewer system including gravity and force main piping, pump stations, and telemetry. Requires problem solving skills and ability to quickly identify and find solutions to unanticipated events. Knowledge of pavement management systems and pavement preservation methods. Understanding of storm sewer systems and all appurtenances. Knowledge of environmental and regulatory requirements relating to storm drainage and sanitary sewer systems. Knowledge of cost estimates, building materials, plans specifications and contracts pertaining to the construction of public works projects. Ability to understand and interpret engineering drawings, plans and specifications. Ability to develop and implement policies and procedures. Ability to prepare and monitor budget and to prepare reports. Ability to establish and maintain productive working relationships with employees, peers, public officials, consultants, other agencies and the public. Excellent verbal and communication skills are required. Ability to supervise a team to the highest level of production and morale.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## **Minimum Education and Experience**

Bachelor's degree in Civil Engineering, architecture, construction management or closely related discipline from an accredited four year institution. Advanced degree preferred.

Minimum five years experience in engineering, construction management, or the management of infrastructure systems, to include management and supervisory responsibilities.

Public sector experience preferred.

Professional engineering license preferred.