



**PUBLIC WORKS MANAGER**  
**FLSA: Exempt**  
Grade 31 \$60,144.23 - \$96,230.77

**GENERAL DEFINITION**

This position is responsible for planning, organizing, and coordinating construction, repair, and maintenance activities in Divisions of the Public Works Department. Depending on the Division, an employee in this class would be responsible for managing, maintaining, and operating the City's:

- Stormwater system for quality and adherence to regulatory standards;
- Streets system for annual resurfacing and day to day maintenance;
- Parks system for maintenance, mowing, ballfield lighting and striping, irrigation systems and medians;
- Utility systems including water and sewer distribution and collection, pump/lift station and control systems;
- Facility and Building maintenance and operations;
- Fleet maintenance and annual replacement program
- Solid waste, recycling, and bulk collection and disposal; and
- Other divisions that could become part of the Public Works Department through city reorganization.

Employees in this classification perform both administrative and supervisory work in the daily management of the Division. Work is performed under the general supervision of the Assistant Director of Operations and/or Public Works Director to ensure that overall department goals and objectives are being met.

**ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Oversees the division including, but not necessarily limited to:

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- Cleaning of stormwater systems and repair and replacement of structures, facilities, and treatment devices.
- Maintains the City streets system for pothole repair, striping, signage, and traffic calming.
- Coordinating with Broward County Traffic Engineering (the City's Traffic Engineer) on their contractual responsibilities for signalized intersections, safety signage, striping, and any other functions related to the Traffic Engineering agreement.
- Preventative maintenance, cleaning, mowing, irrigating, replacing, and repairing items related to the City Parks, Trails, and medians.
- Operating, maintaining, repairing, and improving the City's water and sewer distribution and collection systems including lift and pump stations, pipes, valves, hydrants, meters, and all other items relating to the system to keep the systems in compliance with permits and local, state and federal regulations.
- Managing the City's solid waste, recycling, bulk trash collection and disposal programs including disposal and recycling processing contracts, household hazardous waste disposals, and residential bulk trash drop off. This area also includes debris collection, management, and disposal during hurricane relief efforts.
- Facilities and buildings include administrative offices, fire stations, restrooms, community centers, libraries, and City spaced rented out to other entities.
- Managing, maintaining the City's fleet including fire trucks, solid waste trucks, Vacuum trucks, backhoes, front end loaders, mowers, cars, trucks, SUV's, emergency generators, small equipment (weed eaters) and any other related vehicles and equipment.
- Managing the City's Code Enforcement team for private residential and commercial property compliance with the City's code of ordinances.
- Manages and provides administrative oversight of all Divisions construction projects.
- Work collaboratively with the City's Capital Improvement Project (CIP) Plan.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations for the Division
- Ensures the Division complies with all applicable ordinances, codes, laws, and regulatory standards applicable to the work; performs mandatory reporting for applicable agencies and legislative bodies.

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- Assists in preparation and administration of the annual Division and Department budget; ensures adherence to and compliance with established budgetary parameters.
- Develops and maintains the City's ordinance(s) with respect to the Division Programs; amends the division's operations program to meet City obligations for such ordinance(s) and applicable regulatory standards and requirements.
- Represents the department, Director, and City in meetings, conferences, and professional association forums as directed.
- Works collaboratively with Public Information in developing and maintaining a public outreach education program with respect to the Division.
- Works collaboratively with Public Works Administration for other divisions to address any operational issues and compliance relative to the Division and Department.
- Coordinates the activity of consultants as such relates to capital projects and assists other department staff in coordinating services/projects where applicable.
- Maintains inventory and equipment use records for the Division.
- Receives and responds to inquiries and concerns from the public, local business, and regulatory agencies; researches and provides response and resolution accordingly.
- Functions as the City's liaison between permitting and regulatory agencies for all matters relating to the Division including NPDES Compliance, DEP, DOH, EPA, OSHA, and all other health and safety agencies.
- Maintains current knowledge of trends and developments in the various technical disciplines for application to stormwater management.
- Must be available for 24-hour callout.
- Requires regular attendance of scheduled work shifts.

**KNOWLEDGE, SKILLS & ABILITIES**

- Extensive knowledge of the principles and practices applied to the treatment, management, control, and disposal of stormwater runoff.
- Substantial knowledge of principles and practices associated with sedimentation and erosion control.

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- Substantial knowledge of the body of available and current information resources applicable to the streets and stormwater functions for technical research purposes and for special projects.
- Considerable knowledge of best management practices as such relates to the construction and regulatory compliance of stormwater structures and facilities.
- Considerable knowledge of legislation and regulatory standards affecting streets/stormwater construction projects, preventive maintenance, and regulatory reporting.
- Knowledge of the development functions of municipal and county government, including the Broward County Environmental Protection Department, South Florida Water Management District, and other departments in the City.
- Knowledge of the principles and practices of public administration, including budget preparation and personnel management.
- Knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to plan, assign, manage, and review the work of others in a manner conducive to full performance and compliance with established code, ordinance, statutes, and regulatory standards applicable to the work.
- Ability to evaluate, analyze, and provide recommendations regarding the provision of municipal stormwater services, or other information as may be determined by City Administration.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Executive-level interpersonal, leadership, planning, management, and communications skills.
- Ability to communicate professionally and effectively verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials, and citizens.

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**PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Must be able to operate objects, tools or controls and reach with arms and hands. Traverse rough terrain; walk up or down stairwells, ladders, or steps. The employee occasionally lifts and/or moves up to 20 pounds. Vision ability includes close and peripheral vision and depth perception. Ability to hear. Must also be able to communicate orally.

**MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

Bachelor's degree from an accredited college or university in Engineering, Construction Management, Parks Management, or related field; supplemented by 3 – 4 years progressively responsible experience in public works administration, to include broad exposure to projects construction and management, regulatory reporting and compliance, and administrative aspects of the work, e.g., budget administration, human resources management, organization and delegation of responsibilities; or an equivalent combination of education, training, and experience.

OR

High school diploma or GED with a minimum of 15 years of progressive experience in public works that include a minimum of 5 years of supervision of crews and/or division and associated operator certifications (water and wastewater distribution and collection, stormwater; parks maintenance; streets maintenance.)

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A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills and ability.

I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date