



## Public Services Director

EEO Class Code: First/Mid Offs & Mgrs.

Union Status: Unclassified

FLSA Code: Exempt

# The Town of Pembroke Park Job Description

**Department:** Public Services

**Supervises:** All Public Services Employees

**Position Reports To:** Town Manager

**Sworn:** No

### General Specifications

#### Job Description

The Public Services Director is responsible for directing and coordinating all personnel and operations within the Public Services Department in the areas of maintenance, repairs, and upkeep of the Town's infrastructure such as wastewater, stormwater, roads & streets, and parks & recreation. The Public Services Director also serves as the part of the Emergency Management Team, in the event of a natural or man-made disaster. This position also serves as Town Engineer performing responsibilities consisting of planning, organizing, coordinating, directing and overseeing all operations of engineering. Additional responsibilities of Town Engineer include monitoring construction projects, making recommendations, supervising assigned projects, developing and administering the budget, maintaining records, and performing other functions as appropriate.

#### Essential Duties:

Tasks required of those in the position of Public Services Director (Town Engineer) include but are not limited to:

- Regularly communicates and updates the Town Manager on all matters of the department.
- Creates and plans long-term programs that support the Town's growth and development.
- Responsible for analyzing, assessing, and obtaining proposals for public services in accordance with Town procurement regulations; provide recommendations to Town Manager, and Town Commission as applicable.
- Supervises and directs staff to work on public services projects as needed.
- Submits annual budget estimates and accompanying descriptions of need to the Town Manager, and Town Commission as applicable.

- Ensures projects are completed within designated timelines, allocated budget, and project specifications for internal staff as well as outside contractors.
- Monitors and evaluates performance of Public Services employees; creates performance improvement plans and completes annual performance reviews as needed.
- Plans, organizes, directs and is responsible for the performance of the engineering, right-of-way and surveying functions and program agreements with FDOT.
- Reviews and approves plans and specifications for proposed projects; prepares reports and recommendations to superiors; seals plans and approves contracts for construction and maintenance projects.
- Develops and supervises the Engineering Division operations and capital improvements projects (CIP).
- Develops and coordinates activities for CIP budget projects.
- Develops and provides data to Contracts Administrator/Grants Manager on funded infrastructure projects for compliance and quarterly reporting.
- Keeps track of contracts with FDOT, and Broward County and ensures execution of partnership agreements involving Public Services and utilities.
- Oversees Flood Plain Management system and recommends changes to Town Ordinances to comply with state laws.
- Develops the necessary specifications for stormwater and wastewater RFP's and ITB's.
- Oversees the Town's Stormwater and Wastewater Master Plans and projects.
- Oversees all solid waste administrative operations and functions for the Town.
- Ensures proper protocol is adhered to for contracting outside vendors for public services.
- Supports the Grants Manager and Contracts Coordinator in preparation, filing, and compliance of all grant applications and programs related to public services.
- Supports the Town Planner with the Capital Improvement Plan, capital improvement projects, and all public works contracts.
- Evaluates and supervises public service contractors.
- Ensures that the Town's standards of beautification are executed.
- Oversees the proper planning, coordination, setup, and breakdown for all Town events.
- Supervises the Assistant Public Services Director, Administrative Assistant, Town Planner, and Chief Building Official in the following functions: building inspections, engineering, and planning and zoning as needed.
- Ensures that best practices are followed by the public services staff in regard to safe work practices.
- Responsible for creating and updating the preventative maintenance plan for the Public Services department such as drainage, wastewater, stormwater, roads, streets, parks, groundskeeping, maintenance equipment, and public services vehicles.
- Responsible for planning and leading the response of natural disasters and other emergencies while keeping the Town Manager abreast of all activities, including coordinating various external training courses or internal disaster exercises for staff and volunteers to ensure an effective and coordinated response to an emergency.
- Represents the Town at various assigned meetings, associations and boards related to Public Services.
- Attends all Town events as needed.

- Any/all other assignments and duties related to Public Services designated by the Town Manager and Town Commission.

## **KNOWLEDGE, ABILITIES AND SKILLS**

- Knowledge of municipal Public Services such as planning, design, maintenance, and construction.
- Knowledge of the principles of budget preparation and expenditure control.
- Knowledge of applicable Federal, State, and local laws and regulations pertaining to public works and solid waste functions.
- Knowledge of the Principles of Effective Management Skills.
- Advance knowledge of stormwater, wastewater management and construction.
- Ability to analyze, evaluate, and implement municipal public works and solid waste programs/projects.
- Advanced comprehensive knowledge of principles and practices of civil engineering; modern engineering methods and techniques of design, construction, maintenance, and municipal project contract management.
- Ability to demonstrate strong communication skills.
- Knowledge of safe work practices.
- Ability to plan, organize and direct the work of public works.
- Ability to analyze organizational and administrative problems, recommend alternative courses of action, and provide leadership to others in implementing such actions.
- Ability to repair and create clear and comprehensive written reports.
- Ability to maintain strong relationships with the Town officials, employees, contractors, the general public, and representatives of other agencies.
- Skilled in evaluating and training staff.
- Ability to use computers for word processing, technical computer applications and/or accounting purposes.
- Knowledge of municipal code and code enforcement operations.

## **MINIMUM REQUIREMENTS**

- Bachelor's degree in Civil Engineering, Construction, Project Management, Architecture or a field related.
- Seven (7) years of experience in Public Works, including civil engineering design, stormwater/wastewater management, and development management.
- Five (5) years of progressive engineering and managerial experience.
- Must possess and maintain a valid Professional Engineer (P.E.) certification in the State of Florida.
  - If the candidate's possesses an out-of-state P.E. certification, the candidate must be able to obtain State of Florida certification within six (6) months of hire.
  - Ten (10) or more years of experience as Senior Manager in all other areas of construction, stormwater management, project management and architecture, and streets and roads may substitute the State of Florida P.E. certification.
- FEMA based Professional Development Series (PDS) certification.
- Certification as a Floodplain Manager.

- An equivalent combination of education and experience may be considered.

### **PREFERRED QUALIFICATIONS**

- Master's Degree in Public Administration (M.P.A.) or related field.
- Professional Traffic Operations Engineer in the state of Florida.

### **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area.
- Ability to work in a computer station for an extended period.
- The employee may be subject to work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils.
- Work subjects employees to the current OSHA standards on blood borne pathogens.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- On call 24/7 for Town emergencies and obligations.