

## City of Venice, Florida

### Classification Description

Classification Title: Assistant Director for Public Works and Asset Management

**Department:** Public Works

**Pay Grade:** (Non-Bargaining) 508

**FLSA Status:** Exempt

#### **General Statement of Job**

Administers all policies, services and programs for the City of Venice Public Works Department regarding operations and maintenance of parks, fleet, streets and facilities including police, fire and historic buildings.

#### **City Expectations:**

All City of Venice employees are expected to demonstrate **PRIDE** in their jobs by being **Productive**, **Responsible**, **Innovative**, **Dedicated** and **Ethical**.

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

#### **Specific Duties and Responsibilities**

##### **Essential Functions:**

- 1.** Administers public works operations and maintenance activities for the City of Venice including planning, organizing and developing processes, procedures and systems.
- 2.** Develops performance measures, standard operating procedures, evaluates final work products and implements preventive maintenance measures and programs.
- 3.** Makes recommendations to the Director on departmental policies, procedures, staffing requirements and personnel management.
- 4.** Conducts studies, research and surveys for projects and reports as assigned. Makes presentations as required.
- 5.** Plans, directs and oversees implementation of Capital Improvement Projects, Asset Management Systems, and Repair & Replacement Programs to enhance the City's parks, streets, fleet and facilities.

- 6.** Assists in the formulation, presentation and execution of the department's budget, establishment of departmental priorities and allocation of resources.
- 7.** Coordinates with other City departments to evaluate and develop Fixed Asset Inventory measures for public works equipment.
- 8.** Evaluates and makes recommendations to improve and streamline internal controls and operational systems.
- 9.** Responsible for ensuring inventories and work management systems are up to date.
- 10.** Participates in emergency planning and emergency operations.
- 11.** Responsible for staying current with all governing regulations and compliance requirements.
- 12.** Coordinates services and programs with partnership groups, other jurisdictions, and regional, state and federal agencies.
- 13.** Recommends hiring, firing, transfer, suspension, promotion, discharge, discipline and evaluation of department employees. Coordinates staff development and establishes training standards.
- 14.** Provides oversight to stormwater projects implemented by Stormwater Enterprise funded positions assigned to the Public Works department.
- 15.** Carries out the duties and responsibilities of the Director of Public Works, as required.

**Responsibilities:**

Responsible for the overall administration of services and programs for the Public Works Department. Responsible in work to the Director of Public Works.

**Minimum Education and Training**

A Bachelor's Degree and five (5) years supervisory experience, or high school graduate or equivalent and ten (10) years supervisory experience, in a public works organization.

**Minimum Qualifications and Standards Required**

**Skill Requirements:**

Knowledge of applicable federal, state and local laws, regulations and standards relating to public works operations and maintenance. Ability to work independently of direct supervision and capable of sustaining regular and predictable attendance. Ability to make oral and written presentations of technical matters in a clear, concise and understandable manner to both technical and non-

technical persons. Must be able to design and publish reports, which clearly and accurately reflect pertinent information, statistics, trends and projections. Must have sufficient knowledge of public works administration to effectively supervise operations and personnel. Knowledge of occupational hazards and safety precautions connected with this type of work. Ability to develop and maintain effective working relationships with other employees, department directors, elected officials, other government agencies and the general public. Knowledge of special considerations for maintenance of historic buildings is preferable. Must possess a valid Florida driver's license.

Requires a working knowledge of the current version of Microsoft Office Professional software suite including proficiency with Word and Excel. Must have a basic understanding of the current version of the Microsoft Windows operating system. Familiarity with AS400/SunGard applications preferred. Working knowledge of the Microsoft Exchange e-mail application or equivalent and Internet Explorer is also highly recommended. Ability to learn specific computer applications used in the in the Utilities Public Works Department.

**Physical Requirements:**

Ability to sit, stand, walk, climb, bend, stoop, and lift. Ability to work both indoors and outdoors in all kinds of weather. Must be capable of functioning in a fast-paced, high-stress environment with multiple priorities and deadlines. Reasonable accommodation will be considered for individuals with physical disabilities.

**Working Conditions:**

Work is performed primarily in an office setting with some travel to various meeting sites. May be required to work outside in certain aspects of the job. Must be available for emergencies beyond regular operating hours if required.

**Other:**

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.