

Assistant Public Works Director

Miami Beach, FL

(population 88,065)

NATURE OF THE WORK

Responsible managerial work with considerable difficulty assisting the Director of the Department. Supervision is exercised over subordinate managerial, professional and administrative employees. The incumbent exercises considerable independence in working with division heads and managers of other City departments on problems relating to Public Works activities. Work assignments are broad in scope and require the use of independent judgment and initiative in making technical and managerial decisions of considerable difficulty. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and works cooperatively to provide quality customer service.

General supervision is received from the Public Works Director who holds the incumbent responsible for the attainment of desired objectives, the professional management of departmental operations, and for the quality of service provided to other departments and the general public.

EXAMPLES OF ESSENTIAL DUTIES

Works under the direction and supervision of the Public Works Director and:

- Serves as Acting Director during the absence of the Public Works Director.
- Assists the Public Works Director in managing the Public Works Department.
- Plans, organizes, coordinates, and directs through subordinate managers and support staff, the work of the Public Works Department.
- Serves on and leads various inter-departmental project groups, special projects and task forces.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Department.
- Develops and implements Department management systems, and standards for program evaluation.
- Develops and implements the training of other employees concerning their duties or departmental functions.
- Develops, implements, evaluates and/or maintains departmental programs.

- Coordinates the activities of the Public Works Department with other City work programs and departments and with other agencies.
- Assesses personnel training needs of the department in order to plan, organize, and implement appropriate training programs.
- Assesses equipment needs in order to make recommendations regarding equipment acquisition and utilization.
- Prepares and administers the department budget.

MINIMUM REQUIREMENTS

- Licensed as a Professional Engineer in the State of Florida.
- Minimum of seven (7) years of progressively responsible professional experience in general public works management, engineering, construction management or infrastructure maintenance and operations, including water, sewer and stormwater operations and including five (5) years in a senior management capacity.
- Other combinations of experience and education that meet the minimum requirements may be substituted.
- Demonstrated ability to provide high quality service within constrained resources in a multi-user environment.

COMPENSATION

Salary range is: \$98,495 to \$159,079 annually. Benefits are in keeping with those of the world class city Miami Beach is.

HOW TO APPLY

Apply by filing your application by going to: <http://web.miamibeachfl.gov/hr/jobs.aspx>. This position is open until filled. For more information, contact the City's Human Resources Department at: 305-673-7524

ADDITIONAL INFORMATION

The City of Miami is an Equal Opportunity Employer and supports both Affirmative Action and the Americans with Disability Act. A Veteran's Preference will be awarded according to Florida law if applicable.

NOTE: Colin Baenziger & Associates is assisting the City by disseminating information concerning this position but is not otherwise actively

involved in the recruitment. Consequently, all questions and requests for additional information should be directed to the City's Human Resources Department at (305) 673-7524.