

CITY OF TEMPLE TERRACE

POSITION: PUBLIC WORKS DIRECTOR
POSITION NO: 1.125
DEPARTMENT: Public Works
PAY GRADE: 98
SALARY RANGE: \$65,000 - \$100,000 (Negotiable)

This is highly responsible administrative and technical work directing department operations. Requires complex technical knowledge and managerial skills to oversee three major divisions: Operations/Maintenance, Utilities, and Engineering. The Operations/Maintenance Division includes Streets/Drainage, Sanitation, Facility Maintenance, Central Warehouse, and Fleet Maintenance. The Utilities Division includes Water, Wastewater, and the Water Treatment Plant. Employee must exercise initiative, independent judgment, and discretion in carrying out the department's daily operations.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles, practices, and methods used for organizing, directing, coordinating, and evaluating public works programs and activities.
- Considerable knowledge and skill in the principles, practices, and methods used for surveying, engineering, constructing, and maintaining streets, storm drainage, water, and wastewater systems.
- Ability to effectively appraise the City's needs and make recommendations.
- Ability to effectively prepare and track administrative and technical reports.
- Proficient in computer applications, including *Microsoft Office*.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with officials, employees, and the public.

Training, Certification, and Experience

- Bachelor's degree from an accredited college or university in civil engineering, public administration, or related field; Master's Degree preferred.
- Registered Professional Engineer preferred.
- Five (5) years or more progressively responsible experience in Public Works or a related field and three (3) years supervisory and management experience in a major Public Works Division.
- Or, an equivalent combination of training, education, and experience that provides the required knowledge, skills, and abilities.

Special Requirements

- Valid Florida driver's license.

**The City of Temple Terrace is a drug-free workplace.
A pre-employment drug screen, criminal history background investigation,
and a driver's license verification will be conducted.**

**EQUAL OPPORTUNITY EMPLOYER
VETERAN'S PREFERENCE EMPLOYER**

**POSTING DATE: June 17, 2010
CLOSING DATE: Open until filled.**