



Baker County Board of Commissioners

Public Works Director

Salary \$60,000- \$70,000 DOQ

JOB OVERVIEW

Plans, organizes, coordinates and supervises the work of the Road and Solid Waste Department; determines priorities of special projects and road improvements; estimates man hours, equipment and material costs for special projects, routine road maintenance and work requested by other County departments; Patrols roads to review completed work and work in progress; prepares progress reports on maintenance activities; investigates complaints from the public regarding hazardous road conditions or activities or road crews and determines appropriate action; handles personnel problems; attends meetings and conferences; maintains records on operation, prepares correspondence and reports; Remains on-call twenty-four (24) hours per day, seven (7) days per week.

Hiring of this Department Head position shall rest with the Baker County Board of County Commissioners.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering, Construction Technology, or related field; supplemented by five (5) years' experience in transportation construction operations, road/bridge construction maintenance.

-OR-

Ten (10) years' experience in transportation construction operations, road/bridge construction maintenance, or operation, maintenance and Administration of a Public Works Department, Solid Waste Department, or similar entity of which three (3) years must be in management position.

Must maintain a valid State of Florida driver's license. Applicants who possess a valid out of state driver's license must obtain the Florida driver's license within 10 days of employment. Must reside in Baker County or within six (6) months of hire.

CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works inside and outdoors in various weather and environmental conditions

- Lifts to 50 lbs. occasionally, along with ability to carry, push, pull or otherwise move objects.
- Stooping, bending, kneeling, crouching, reaching, standing, sitting, walking and other repetitive motions.

REPRESENTATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Supervises the work of department personnel engaged in the construction, maintenance and repair of roads and bridges, clearing of rights-of-way, building and maintaining drainage structures, concrete and asphalt pavements, roadway markings, signage and fleet management to include scheduling, instructing, planning and assigning work, reviewing work, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, offering training, advice and assistance, completing performance evaluations, and recommending employee transfers, promotions, discipline and discharge.
- Develops and implements policies, programs and activities that are in the best interest of the County and that are directed toward increased efficiency, productivity, safety, quality, and price as it pertains to the inventory and maintenance of vehicles and equipment.
- Ensures that work activities and programs of the Road Department and Solid Waste Department are efficiently coordinated with other County projects.
- Prepares and oversees the departmental budgets, to include reviewing and approving invoices for payment.
- Analyzes equipment maintenance and operating costs. Recommends equipment turnover to control maintenance and operating expenses. Analyzes equipment breakdown and downtime in order to create more efficient methods of operation.
- Meets with vendors, contractors, and suppliers to perform various types of tasks, to include offering guidance in solving design conflicts.
- Approves departmental payroll timely, approves and/or denies employee leave requests.
- Reviews contract documents for compliance; processes change orders as needed.
- Ensures all roads, rights-of-way and related structures are maintained within Florida Department of Transportation guidelines and County ordinances.
- Inspects work in progress for compliance with all applicable policies, procedures, laws and regulations, and standards of quality and safety; approves payments upon completion.
- Exercises the authority to stop work on projects as needed.
- Ensures the maintenance and repairs of County owned vehicles, heavy equipment and any other equipment assigned to the Department.
- Notifies the public of road closures.
- Assesses property, roadway, rights-of-way, etc. damage from natural disasters.
- Maintains the departmental inventory.

- Supervises all Solid Waste activities to ensure the effective management of solid waste collection services through collection sites located throughout the County
- Works directly with staffing agency regarding the collection site staffing and hours of operation
- Ensures the safe collection, disposal and transportation to New River Landfill of solid waste in the County
- Develops and implements division long-range plans and strategies for meeting the waste management needs of a growing population
- Pursues and administers funding opportunities from Federal, State, and local sources to assist with funding solid waste programs.
- Remains on call for emergencies.
- Attends training, continuing education, seminars, etc., to maintain job knowledge and skills.
- Investigates, reports, and responds to major problems, deficiencies and/or citizen complaints.
- Interacts and communicates with various groups and individuals such as the Board of County Commissioners, immediate supervisor, subordinates, other County supervisors and employees, contractors, various other local/state/federal agencies, vendors, and the general public.
- Prepares, processes, and submits various documents, including but not limited to daily and weekly activity reports, spreadsheets, requisitions, inventory reports, personnel records, maintenance records and reports, memos, correspondence, entering computer data, etc.
- Operates a vehicle, heavy equipment, and a variety of other equipment such as hand and power tools, telephone, printer, fax machine, computer, copier, calculator, two-way radio, survey instruments, etc.
- Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave request.
- Performs related work as required.

This classification description is not intended to be, nor should it be construed as an all-inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.

JOB SPECIFIC COMPETENCIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of the methods, procedures, and policies of Baker County as they pertain to the performance of duties of the Road Superintendent.
- Knowledge of the functions and interrelationships of County and other governmental agencies.

- Knowledge in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Ability to ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision.
- Knowledge of construction / engineering theories and practices as applied to public works road and bridge / drainage maintenance projects, fleet management functions and traffic control functions.
- Extensive knowledge of the materials and equipment used in public works construction and operations.
- Ability to plan for and direct the efficient use of supplies, equipment, and personnel resources.
- Knowledge of the various permits required by local, state, and federal agencies for public
- Ability to thoroughly inspect work in progress for compliance with specifications, plans, and standards of quality and safety.
- Ability to ensure safety on the job site for employees and the public.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to use independent judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future County needs, and resolving problems.
- Knowledge of a Preventative Maintenance Program and competitive bid program.
- Ability to plan, organize and prioritize daily assignments and work activities.
- Ability to apply supervisory and managerial concepts and principles.
- Knowledge of administrative principles involved in developing, directing, and supervising various programs and related activities.
- Knowledge of the principles, practices, and trends in solid waste management, recycling, and waste diversion including methods of program implementation.
- Ability to effectively research, develop, plan, coordinate, promote, monitor, and evaluate programs and activities involving recycling, waste reduction, waste collection, and other aspects of solid waste management.
- Ability to train, assist, motivate, and supervise a diverse group of employees.
- Ability to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations.
- Ability to perform employee evaluations and to make recommendations based on results.
- Ability to use proper English, punctuation, spelling and grammar.
- Ability to use modern office practices and technology.
- Ability to use computers for word processing and records management.
- Ability to perform required mathematical calculations.
- Ability to compile, organize and utilize various financial information necessary in the preparation of program budgets, and knows how to prepare and monitor budgets.
- Ability to read and interpret complex / technical materials pertaining to the responsibilities of the job.
- Ability to assemble and analyze information and make written reports and records in a concise, clear, and effective manner.
- Ability to produce quality work despite the stress of deadlines.
- Knowledge of the terminology and various professional languages used within the department.
- Ability to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.

- Ability to react calmly and quickly in emergency situations.
- Knowledge of roadwork construction.
- Ability to communicate both orally and in writing to subordinates, supervisor, vendors, etc.
- Ability to control and maintain a positive attitude and behavior when encountering stressful situations, such as uncooperative coworkers, oral presentations, or the general public.
- Employee must be able to physically work in person within his/her county office or work facility because of the strong interpersonal expectations within this job
- Reports to the County Manager