



CITY OF BROOKSVILLE
JOB DESCRIPTION

POSITION TITLE: Assistant Director of Public Works
DEPARTMENT: Public Works
DIVISION: Utilities
SUPERVISED BY: Department Director

JOB SUMMARY/OVERVIEW OF THE POSITION: Under the administrative direction of the Public Works Director, the Assistant Director of Public Works performs supervisory and skilled work in the daily operations of the City's Public Works Department. This position is responsible for overseeing street, stormwater, facility maintenance, fleet, sanitation, and water and wastewater utilities operations. The Assistant Director assists the Director in establishing department policies, budgets, technical specifications, bid documents, agreements, and project oversight. This role requires exceptional customer service skills to promote a positive City image, foster professionalism, and maintain a constructive workplace. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Oversee daily operations and assign/review work of subordinate employees in all Public Works divisions.
- Assist in establishing department policies, procedures, and long-range objectives.
- Prepare bid specifications, evaluate proposals, monitor contractor progress, and recommend awards.
- Develop requisitions and approve departmental purchases within budgetary constraints.
- Train staff in the use of equipment and tools; evaluate employee performance and recommend disciplinary actions.
- Establish performance standards, monitor productivity, and ensure compliance with City policies and ethical standards.
- Coordinate Public Works programs and projects with the Director and Project Manager.
- Ensure accurate reporting, recordkeeping, and compliance with operational and safety standards.
- Participate in personnel matters including hiring, performance evaluations, and resolving complaints.
- Administer oversight of contracts and agreements; address public inquiries, complaints, and service requests.
- Develop, implement, and enforce departmental emergency operations and procedures.
- Approve requisitions, purchasing card transactions, leave requests, and capital outlays.
- Assume the role of Department Head in the absence of the Public Works Director.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- **Communication Skills:** Ability to interpret complex documents and communicate effectively, both verbally and in writing. Strong interpersonal and relationship management skills.

- **Mathematical Skills:** Ability to apply advanced mathematical concepts, perform statistical analyses, and interpret quantitative data.
- **Reasoning Ability:** Ability to define problems, collect data, and make sound decisions with multiple variables.
- **Computer & Administrative Skills:** Proficiency in Microsoft Office Suite and web-based business systems.
- **Leadership Skills:** Ability to motivate and develop staff, set performance standards, and provide guidance in technical and operational matters.
- **Work Environment:** Occasionally exposed to wet/humid conditions, moving machinery, high or precarious places, chemicals, outdoor weather extremes, and vibration. Noise levels are generally moderate.
- **Travel:** Up to 20% local or state travel for training, conferences, and meetings may be required.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (20) lbs.

EDUCATION, TRAINING AND EXPERIENCE:

- Minimum of five (5) years' experience in administration and management supervision of a municipal public works or utilities department.
- Equivalent combination of education, certification, training, or experience may be considered.
- Bachelor's degree preferred.

Licenses, Certifications, or Registrations:

- Valid Florida CDL.
- Florida Level 3 Water Distribution License and Wastewater Collections C required upon hire.
- Confined Space and Trenching & Shoring certifications required within one year of hire.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Exempt

PAY GRADE: SEE CURRENT PAY GRADE SCALE