



CITY OF BROOKSVILLE
JOB DESCRIPTION

POSITION TITLE: Public Works Director
DEPARTMENT: Public Works
DIVISION:
SUPERVISED BY: City Manager

JOB SUMMARY/OVERVIEW OF THE POSITION: The Public Works Director is responsible for the overall management, planning, and leadership of the City's Public Works Department. This position oversees streets, stormwater, sanitation, fleet maintenance, facilities, utilities infrastructure, and capital improvement projects. The Director ensures the effective delivery of essential services, manages departmental budgets, and coordinates with other departments and agencies to maintain and improve the City's infrastructure. 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:

- **Administration & Leadership**
 - Develop and implement departmental policies, procedures, and long-range plans.
 - Direct daily operations of divisions including streets, stormwater, sanitation, fleet, and facilities.
 - Prepare, present, and manage the department's annual operating and capital budgets.
 - Oversee procurement, contracts, bids, and vendor relations for equipment, materials, and services.
 - Administer and monitor grants and funding sources related to infrastructure and public works projects.
 - Advise the City Manager and City Council on infrastructure priorities and needs.
- **Operations & Maintenance**
 - Oversee maintenance and repair of City streets, sidewalks, rights-of-way, stormwater systems, and facilities.
 - Ensure proper operation and upkeep of fleet and heavy equipment.
 - Monitor contracted services to ensure quality and compliance with City standards.
 - Plan, coordinate, and direct emergency response related to weather events, road hazards, flooding, and infrastructure failures.
- **Capital Projects & Engineering**
 - Manage design, construction, and inspection of public works capital improvement projects.
 - Coordinate with consultants, contractors, and regulatory agencies on project planning and execution.
 - Ensure projects are completed within budget, scope, and schedule.
 - Review engineering plans, specifications, and permits for compliance with City requirements.
- **Compliance & Safety**
 - Ensure compliance with federal, state, and local laws, codes, and regulations related to public works operations.
 - Maintain safety programs and training to protect employees and the public.

- Oversee environmental compliance related to stormwater, solid waste, and infrastructure management.
- **Community & Intergovernmental Relations**
 - Respond to citizen inquiries, service requests, and complaints regarding public works services.
 - Represent the City at public meetings, regional planning sessions, and intergovernmental forums.
 - Build cooperative relationships with contractors, utility companies, and partner agencies.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of:
 - Principles and practices of public works administration, operations, and maintenance.
 - Civil engineering concepts related to roads, drainage, stormwater, and utilities infrastructure.
 - Federal, state, and local regulations related to transportation, stormwater, solid waste, and public facilities.
 - Budget development, procurement processes, and grant administration.
 - Emergency response planning and disaster recovery operations.
- Skills in:
 - Leadership, supervision, and team development across multiple divisions.
 - Strategic planning, project management, and contract administration.
 - Preparing and delivering clear reports, presentations, and recommendations.
 - Operating within budgetary constraints and prioritizing competing needs.
 - Building effective partnerships with staff, officials, and the public.
- Ability to:
 - Plan, direct, and evaluate diverse public works programs and services.
 - Analyze complex technical and operational challenges and implement solutions.
 - Interpret engineering plans, specifications, and regulatory requirements.
 - Work effectively under pressure, particularly during emergencies.
 - Represent the City with professionalism and integrity in all interactions.

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 (50) lbs.

EDUCATION, TRAINING AND EXPERIENCE:

- Bachelor's degree in Civil Engineering, Public Administration, Construction Management, or related field required; Master's degree preferred.
- Professional Engineer (P.E.) license in Florida preferred but not required.
- Minimum of seven (7) years of progressively responsible public works, utilities, or infrastructure experience, including five (5) years in a supervisory or management role.

LICENSES OR CERTIFICATIONS

- Valid Florida Driver's License required.
- Water distribution/wastewater collections (level 3/class C), required.
- Certifications in public works management, utilities, or stormwater management preferred.

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