



**HERNANDO COUNTY, FLORIDA BOCC
invites applications for the position of:**

Assistant Public Works Director

SALARY:	\$38.12 - \$61.76 Hourly \$79,289.60 - \$128,460.80 Annually
DEPARTMENT:	Department of Public Works
DIVISION:	Public Works Administration
OPENING DATE:	09/17/21
CLOSING DATE:	10/31/21 11:59 PM
DESCRIPTION:	

The Assistant Public Works Director performs management work by assisting the Director of Public Works in all operational phases for the Department of Public Works. The position provides leadership, management, and supervision to all elements of Public Works, including but not limited to right of way and road maintenance, storm water infrastructure maintenance, bridge maintenance, and traffic control systems maintenance, street light maintenance, maintenance inspection, contract maintenance and material warehousing.

EXAMPLES OF DUTIES:

- Organizes, plans, facilitates professional and technical county staff members in the planning, financing, acquisition, design, construction, operation, and maintenance of county roads, rights-of-way, storm water, bridges, and traffic control systems.
- Reviews existing work processes, work relationships, space utilization, equipment needs, computer operations, manpower and equipment utilization; promotes effective operations through standardization, improvement, simplification, and installation of asset management systems. Develops and implements approved organizational and administrative changes within the Operations Division of the Department of Public Works
- Formulates and implements short and long-range goals for road and bridge and traffic operations and maintenance. Develops and implements performance metrics for safety, production, and quality standards for Operations Division of Public Works.
- Assists in the preparation, presentation, and management of the, and annual maintenance budgets. Coordinates with the Engineering and Finance Divisions of the Department to ensure that long and short term maintenance requirements are addressed.
- Directly Supervises the supervisory staff assigned to the Road Maintenance, Right of Way Maintenance, Drainage Maintenance, Traffic Control Systems Maintenance and Inspection Work, Contract Administration and Warehousing Operations. Reviews all

evaluations disciplinary action and grievances within the Operations Division and recommends to the Director actions to be taken.

- Develops, writes, and executes all contractual support of maintenance operations within the County’s procurement organizations and regulations. Inspects contractors work and approves invoices for work performed.
- Manages work through in house and contract resources to meet budgetary, quality and response goals for work required. Develops and implements in house and contractual work necessary to maintain the infrastructure assigned for maintenance to the Operations Division.
- Oversees staff training and development programs.

TYPICAL QUALIFICATIONS:

Education	Graduation from an accredited college or university with a bachelor’s degree with major course work in Engineering, Construction Management, or other closely related field.
Experience	Minimum seven (7) years of experience in public works or construction management including three (5) years of supervisory experience. Considerable knowledge in developing and implementing work and asset management systems. Experience in contract administration and inspections. At the County’s discretion, any combination of training and experience may be substituted to meet this requirement.
Licenses, Certifications or Registrations	Must possess and maintain a valid Florida Driver’s License and be insurable by current insurance carrier. PE registration preferred. Must possess or be able to obtain within six (6) months of employment, certification in NIMS/Incident Command Courses IS100PWb, IS200, IS700, and IS800. IS300 and IS400 when available

SUPPLEMENTAL INFORMATION:

Pay Grade: 229
Bargaining Unit: None

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.hernandocounty.us/home>

Position #13653
ASSISTANT PUBLIC WORKS DIRECTOR
KD

15470 Flight Path Drive
Brooksville, FL 34604
(352) 754-4817

kdale@co.hernando.fl.us

Assistant Public Works Director Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree from an accredited college or university in Business Administration, Accounting, Finance, Engineering, Construction or other closely related field?
 Yes No

- * 2. Do you have a minimum of seven (7) years of experience in public works or construction management?
 Yes No

- * 3. Do you have a minimum of three (3) years of supervisory experience?
 Yes No

- * 4. Do you have considerable knowledge in developing and implementing work and asset management systems?
 Yes No

- * 5. Do you have experience in contract administration and inspections?
 Yes No

- * 6. Are you knowledgeable of the principles of management of public works activities, materials and equipment?
 Yes No

- * 7. Are you knowledgeable of engineering standards, practices and techniques for design, construction, operation, and maintenance of road and bridge?
 Yes No

- * 8. Do you have experience in overseeing staff training and development programs?
 Yes No

- * 9. Do you have the ability to create and guide implementation of capital improvement plans and programs?
 Yes No

- * 10. Do you have experience preparing and maintaining budgets?
 Yes No

- * 11. Do you possess a valid Florida Driver's License in good standing?

- Yes
- No

* Required Question