



JOB OPENING

Public Works Manager

Salary Range: \$61,200–\$80,000

Full-Time, Exempt position

Closing Date: Open Until Filled

Reports to: Director of Public Works and Capital Improvement

Summary

The Public Works Manager is responsible for the management and monitoring of Public Works operations including but not limited to the maintenance of storm water and drainage systems, canal maintenance, roadways and sidewalks, trails, streetlights, transit infrastructure, and road and entry signage. The incumbent is also responsible for planning, coordinating, and managing the activities associated with repair and maintenance work orders and/or designated Town public works improvement projects to ensure the goals or objectives are accomplished within prescribed time frames and funding parameters. This includes coordinating the efforts of team members and contractors to deliver projects according to plan.

Essential Duties

- Plans, schedules, directs, and implements a year-round, Town-wide Public Works maintenance program.
- Directs, supervises, coordinates and reviews work of assigned labor crews and contractors in the maintenance of sidewalks, roadways, storm drains, streetlights, transit infrastructure, road and entry signage, trails, and canals.
- Investigates and resolves issues related to storm water system problems such as unauthorized discharges, pollution complaints, health hazards, water quality, and contamination; responds to public inquires, complaints, and other unusual problems.
- Conducts periodic inspections of all assigned public works maintenance activities, noting deficiencies and issuing instructions to correct problems; plans for future maintenance activities.
- Requisitions materials and supplies for the maintenance of assigned areas.
- Reviews work orders for maintenance activities; maintains accurate records.
- Tracks maintenance work orders for infrastructure assets utilizing asset management software.
- Coordinates and schedules work activities to avoid conflicts of use; meets with public organizations and the public.
- Ensures the safety of staff and the public; ensures safety rules, regulations, and standards are followed by employees; ensures equipment is in safe operating condition; monitors use of equipment.
- Prepares and monitors budgets relating to public works maintenance operations, including, but not limited to, determining cost-effectiveness of improvements and maintenance programs.
- Prepares and reviews, as directed, contracts, agreements, and bid specifications.
- Attends community meetings and events as appropriate.
- Manages the training and guidance to public works maintenance personnel.
- Responds to public works emergencies and serves on operational teams during public emergencies/natural disasters.
- Assists the Director in obtaining appropriate department permits and certifications, i.e. NPDES.
- Performs weekly field inspections of ongoing maintenance activities.
- Review project proposals and determine project scope, goals time frame, funding, resources and procedures to for phases of projects assigned.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.



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- Plan, schedule and track project timelines and milestones using appropriate tools.
- Monitors and coordinates resident/customer engagement software applications for customer requests and complaints.
- Interfaces with Miami-Dade County and other governmental agencies, as needed.
- Assist the Public Works Director with department permit processing and tracking.
- Other duties as assigned, including but not limited to periodic temporary relief for the receptionist position, when needed.

Knowledge, Skills and Abilities:

- Extensive knowledge of public works and utilities.
- Ability to direct, supervise, coordinate, organize, and inspect public works and engineering plans, programs and activities
- Ability to work independently and collaboratively on complex assignments and to analyze data.
- Ability to establish and maintain effective working relationships with coworkers, other Town departments, vendors and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise considerable initiative and independent judgment
- Ability to effectively and cooperatively work in a team environment to manage and accomplish organizational goals
- Excellent leadership, team-building, problem-solving, and communication skills, including demonstrated public speaking/presentation skills; computer skills; ability to establish and maintain effective working relationships with staff, maintenance crews, and the general public.
- Ability to have a work schedule that may include evenings, weekends, some holidays, and when the Town is under threat of or following a severe weather emergency.
- Ability to work outdoors, involving inspection and/or supervision of various construction sites and maintenance of Town roads.

Minimum Requirements:

- Bachelor's degree from an accredited four-year college or university with major coursework in Construction/Project Management, Architecture or Engineering, Public Administration, or related field.
- Minimum of three years of experience with demonstrated supervisory experience (municipal public works experience preferred), or an equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
- Possession of a valid State of Florida Driver's License is required.

Preferred:

- Project Management Certification a plus.
- Public Works Certifications in stormwater management (CSM) and/or public infrastructure inspector (CPII) a plus.



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The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.

Applicants must complete all requirements established by the Town of Miami Lakes for employment. This may include, but is not limited to, a written examination, a comprehensive background investigation and a job-related medical examination including a drug/alcohol screening test

To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email: Jobs@miamilakes-fl.gov. Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.

Approved: 07/31/2024