



# THE TOWN OF EATONVILLE

## POSITION VACANCY

**Division/Department: PUBLIC WORKS**

**Location: TOWN HALL**

**Job title: PUBLIC WORKS DIRECTOR**

**Reports to: CHIEF ADMINISTRATIVE OFFICER**

**Level/Grade: R- 19**  
**POSITION# 536**  
**SALARY- \$41,500-**  
**\$65,579**

**Type of position:**  
 **Full-time**  
**Part-time**  
 **Contractor**  
 **Intern**

**Hours: 40/per week**  
 **Exempt**

### **General Description:**

Under the direction of the Chief Administrative Officer, (CAO) the Public Works Director Supervises and directs all Public Works Operations. Position is responsible for planning, organizing, budgeting, and directing operations. Performs related work as directed.

### **ESSENTIAL JOB FUNCTIONS-**

- Supervises staff; performs full range of supervisory duties including training, instructing, setting standards, assigning/reviewing work, coordinating, counseling, and selecting new employees; recommends transfers, promotions, discipline, discharge and salary increases.
- Assist with managing and operation of Public Works Operation and Depot.
- Reviews work to be accomplished; requisitions materials and supplies as needed for projects; maintaining inventories;
- Organizes daily activities and schedules crews depending on nature of work to be performed;
- Performs project inspection; provides quality control for both in-house and contractor performed projects; reports and documents inspection findings; contract management;
- Assists with budget preparation; monitors expenditures to ensure conformance with allocated budget;
- Reviews Work Order Reports, Purchase Orders, time sheets, vehicle maintenance, and travel & per diem costs for accuracy and completeness;
- Prepares budget spreadsheets, performance appraisals, and operating procedures;
- Refers to and interprets FDOT Standards, Policy Manual, and Town Codes to ensure compliance with requirements and specifications;
- Assist with the Engineering content for the Department and data collection;
- C.C.R., and NPDES Reporting and ensuring compliance;
- Plans and directs the design, construction, maintenance and repair of streets, roads, and storm drainage systems;
- Provides advice concerning policies and ordinances relating to the fees and

allocation of sewage capacity;

- Consults with developers, architects, contractors, and representatives of local and federal agencies regarding major issues, and long-range plans for public works improvements in the Town;
- Prepares and presents various reports to CAO, Town Council Members, and the Mayor and/or citizens groups;
- Serves as technical advisor to various committees as Appointed to the Mayor/CAO.

(NOTE: The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position)

**MINIMUM REQUIREMENTS:** Bachelor's degree in civil engineering or related, and four (4) years of progressively responsible experience in Public Works or related engineering planning, designing, and construction, three (3) of which should have been in a major administrative and supervisory capacity. Registration as a professional engineer by the State of Florida required prior to employment.

The Town of Eatonville is an equal opportunity employer that does not discriminate based on race, color, creed, national origin, sex, or disability.

Submit resumes to:

Town of Eatonville  
PO Box 2163  
Eatonville, Fl 32751

Email: [cwilliams@townofeatonville.org](mailto:cwilliams@townofeatonville.org)

POSITION OPEN UNTIL FILLED.