

Larry F. Cook, Mayor
Rickey Callahan, City Clerk
301 J. Harvey Etheridge Street
Bonifay, FL 32425
Telephone: (850) 547-4328



City Council Members:
James W. Sellers, Vice Mayor
Shelley Carroll
Rick Crews
Eddie Dixon

JOB DESCRIPTION

DATE APPROVED: 05.06.2024

DATE CLOSES: 05.17.2024 4:00PM

POSITION TITLE: Director of Public Works

DEPARTMENT: Public Works

REPORTS TO: Mayor

JOB SUMMARY:

The Director of Public Works for the City of Bonifay oversees the planning, coordination, and execution of infrastructure projects and services. Responsibilities include managing budgets, supervising staff, ensuring regulatory compliance, and fostering stakeholder relationships. This role requires strong leadership, project management skills, and the ability to work in diverse environments, both in the field and in the office.

POSITION CONTEXT:

As the Director of Public Works for the City of Bonifay, you will play a pivotal role in ensuring the efficient operation and maintenance of the city's vital infrastructure systems. With a focus on enhancing the quality of life for residents, you will oversee a diverse range of projects, from road maintenance to stormwater management, working closely with city departments and community stakeholders to address current needs and plan for future growth. Your leadership will be instrumental in fostering a culture of excellence within the public works department, driving innovation, and ensuring that projects are completed safely, on time, and within budget. In this dynamic role, you will have the opportunity to make a meaningful impact on the development and sustainability of Bonifay's infrastructure, shaping the city's future for generations to come.

ESSENTIAL FUNCTIONS:

- **Infrastructure Management:** Develop and execute plans for the maintenance, repair, and enhancement of the city's infrastructure, including water and sewer mains, roads, bridges, sidewalks, stormwater systems, parks, etc.
- **Project Coordination:** Coordinate and oversee public works projects from conception to completion, ensuring adherence to timelines, budgets, and quality standards.
- **Team Leadership:** Provide effective leadership and supervision to departmental staff, fostering a collaborative and productive work environment.
- **Budget Management:** Manage the department budget, including forecasting expenses, allocating resources, and seeking funding opportunities through grants and other sources.
- **Stakeholder Engagement:** Collaborate with city departments, elected officials, and community stakeholders to identify infrastructure priorities and address citizen concerns and inquiries.
- **Regulatory Compliance:** Ensure compliance with all relevant regulations, standards, and permits governing public works projects and activities.
- **Record Keeping:** Maintain accurate records and documentation related to departmental activities, including project plans, budgets, contracts, and permits.
- **Safety Oversight:** Promote and enforce a culture of safety among departmental staff and contractors, ensuring compliance with safety regulations and standards.
- **Technical Expertise:** Stay informed about developments in public works technology, regulations, and best

practices, applying technical expertise to improve departmental operations.

- Communication: Effectively communicate with internal and external stakeholders through verbal and written channels, providing information, updates, and resolutions to inquiries and concerns.
- Problem Solving: Identify challenges and opportunities related to public works operations, develop innovative solutions, and make data-driven recommendations for improvement.
- Emergency Response: Coordinate and participate in emergency response efforts related to public works, including natural disasters, infrastructure failures, and other crisis situations.

OTHER JOB FUNCTIONS:

- Prepares reports and pertinent documentation for the Mayor and/or City Clerk as requested.
- Attends and participates in professional organizational meetings, seminars, and workshops to stay abreast of new trends and innovations related to the field as requested.
- Serves as a staff liaison to boards, committees, and commissions as assigned.
- Completes special projects and other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Extensive knowledge of the principles, standards, and practices of modern public works functions.
- Thorough knowledge of the principles, practices, and procedures as applied to public works.
- Advanced knowledge of federal, state, county and city ordinances related to public works.
- Ability to interact effectively with people of diverse social and economic backgrounds.
- Ability to direct the work of others while leading and motivating a team.
- Ability to develop and maintain collaborative working relationships with all levels of staff, management, elected officials, law enforcement agencies, and general public while maintaining a high level of social awareness for professional engagement.
- Strong analytical skills with the ability to analyze complex issues and make sound recommendations.
- Strong written and verbal communication skills. Must have the ability to communicate and facilitate effectively with diverse audiences.
- Ability to research, analyze and evaluate new service delivery methods and techniques.
- Ability to analyze financial, budgetary, administrative, legal and organizational data to recommend appropriate action.
- Must have the ability to maintain professional composure and take reasonable action when confronted with difficult situations.
- Ability to multi-task and work under pressure with interruptions and within short timeframes.
- Ability to learn the City geography, demographics, and population pattern.
- Ability to drive to various municipal buildings, city locations, etc.
- Ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.

MINIMUM QUALIFICATIONS:

Education:

- Bachelor's degree from an accredited college or university in civil engineering, public administration, or urban and regional planning is preferred.
- Years of experience in parallel job may be eligible to substitute for education requirements.
- Level 1 Water Distribution License preferred.
- Must be in good standing with state regulatory agencies

Experience:

- A minimum of 6 years of progressively responsible experience in local government organization work, including 1-2 years of responsible supervisory experience
- Thorough knowledge of principles and practices related to the design, construction, and maintenance of public infrastructure.
- Valid driver's license with a satisfactory driving record.
- CDL license is preferred
- Experience in developing and managing departmental budgets, forecasting expenses, allocating resources, and identifying cost-saving opportunities to ensure fiscal responsibility and efficiency.
- Proven track record of successfully managing complex public works projects from conception to completion, including planning, budgeting, scheduling, and quality assurance.

- Strong communication skills, both verbal and written, with the ability to effectively communicate complex technical information to diverse audiences, including colleagues, elected officials, and members of the public.
- Experience coordinating and participating in emergency response efforts related to public works, including natural disasters, infrastructure failures, and other crisis situations, to ensure effective and timely response and recovery.
- Knowledge of infrastructure related to water and sewer mains, roads, bridges, sidewalks, stormwater systems, parks, etc.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Duties will require the ability to regularly sit, stand, walk, reach with hands and arms and talk or hear on the phone and in person.
- The position requires frequent fieldwork, including site inspections, project assessments, and supervision of construction activities. This may involve exposure to various outdoor conditions, such as inclement weather, uneven terrain, and construction sites.
- The job may involve physical tasks such as walking, standing, bending, lifting, and carrying equipment or materials, requiring a reasonable level of physical stamina and agility.
- Occasional travel within the city and surrounding areas may be necessary to attend meetings, inspect project sites, and coordinate with contractors and stakeholders.
- While much of the work may take place outdoors or in the field, the position also requires regular office work, including computer work, meetings, and administrative tasks.
- The use of personal protective equipment (PPE), such as hard hats, safety vests, and steel-toed boots, may be required when visiting construction sites or performing fieldwork to ensure compliance with safety regulations.
- This position will have extensive contact with others.
- At times, workloads can be extensive with limited time for response/and or action. Position requires prolonged periods of concentration and the ability to cope with numerous interruptions and changing priorities.
- At times will be exposed to weather elements including extreme heat, cold, high winds, etc.
- Ability to lift, carry or drag up to 50 pounds.

EQUIPMENT USED:

- General office equipment including computers, laptops, copier and cellular phones.
- Heavy machinery such as tractor, vac-con truck, dump truck, etc.

SALARY AND BENEFITS:

Salary for this position is commensurate with qualifications and experience. The City of Bonifay offers a comprehensive benefits package, including health insurance, retirement plans, paid time off, and professional development opportunities.

APPLICATION PROCESS:

Interested candidates should submit a resume, cover letter, and three professional references to Tracy.Walker@cityofbonifay.com and Rickey.Callahan@cityofbonifay.com

Or, applications can be dropped off to City Hall, located at 401 McLaughlin Ave, Bonifay, FL 32425

The position will remain open until filled, with priority given to applications received by 5/17/24.

STATEMENT OF OTHER DUTIES DISCLAIMER:

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

The City of Bonifay is an Equal Opportunity Employer.