



JOB OPENING

Public Works Engineer

Salary Range: \$82,000–\$104,000 (D.O.Q)

Full-Time, Exempt position

Closing Date: Open Until Filled

Reports to: Director of Public Works

Summary

The Public Works Engineer 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, parking lots, transit infrastructure, fleet/vehicles, and road and entry signage. The incumbent is also responsible for planning, coordinating, and managing the activities of designated Town public works improvement projects to ensure the goals or objectives are accomplished within prescribed time frames and funding parameters. This includes coordinating efforts of team members, consultants, and contractors to deliver projects according to plan.

Essential Duties

- Assists the Public Works Manager with planning, scheduling, directing, and implementing a year-round, Town-wide Public Works maintenance program.
- Direct, supervise, coordinate and review work of assigned labor crews and contractors in the maintenance of sidewalks, roadways, storm drains, streetlights, transit infrastructure, parking lots, 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 inquiries, 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.
- 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 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, including those that are after hours, and serves on operational teams during public emergencies/natural disasters.
- Assists the Director in obtaining appropriate department permits and certifications, i.e. NPDES and public works permit review
- Review project proposals and determine project scope, goals time frame, funding, resources and procedures for phases of projects assigned.
- Reviews project plans and provides comments, as needed.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Plan, schedule and track project timelines, milestones, and budgets using appropriate tools.
- May occasionally be tasked to serve as the Acting Director of Public Works, as needed
- Other duties as assigned.



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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 public.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise considerable initiative and independent judgment
- Ability to provide friendly and efficient customer service.

Minimum Requirements:

- A Bachelor's degree from an ABET accredited college or university with major coursework in civil engineering or related field, Engineer-in-Training (EIT) certification (or ability to attain certification within a year of hire).
- Minimum of three years of experience in a public works capacity with demonstrated experience or an equivalent combination of training and experience which provides the required knowledge, skills, and abilities
- 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 public.
- Work hours vary and may include evenings, weekends and some holidays.
- Possession of a valid State of Florida Driver's License is required.
- Work may take place outdoors and involves inspection and/or supervision of various construction sites and maintenance of Town roads.

Preferred:

- Master's degree, Professional Engineer-P.E. license, and/or Project Management Certification a plus
- Public Works Certifications in Stormwater Management (CSM) and/or Public Infrastructure Inspector (CPII), a plus

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: December 9, 2024