

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Council members
FROM/PHONE: Mark Alan, Human Resources Director, 797-1169
SUBJECT: Resolution

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADOPTING THE CLASS SPECIFICATION OF TOWN ENGINEER/ASSISTANT DEVELOPMENT SERVICES DIRECTOR AND ASSIGNING A PAY GRADE, IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

REPORT IN BRIEF: This resolution provides a job description and assigns the pay grade 534 (\$67,269 - \$90,147) for the Town Engineer/Assistant Development Services Director job classification. The current pay grade for the Town Engineer job classification is grade 533 (65,690 - \$88,030). The pay grade for the Development Services Director job classification is 535 (\$68,851 - \$92,267). The new job classification incorporates the Assistant Director level administrative duties. The incorporation of these duties into this job classification is necessary to the efficient and effective operation of the Department of Development Services. In addition, the creation of this position will assist in recruiting potentially highly qualified Engineering applicants who may find the challenge of Assistant Director level administrative responsibilities attractive for career development and advancement.

PREVIOUS ACTIONS: N/A

CONCURRENCES: N/A

FISCAL IMPACT:

Has request been budgeted?	Yes
If no, amount needed:	N/A

What account will funds be appropriated from: Salaries

RECOMMENDATION(S): Motion to approve the resolution

Attachment(s): Resolution, Class Specifications (Exhibit "A").

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADOPTING THE CLASS SPECIFICATION OF TOWN ENGINEER/ASSISTANT DEVELOPMENT SERVICES DIRECTOR AND ASSIGNING A PAY GRADE, IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

WHEREAS, the Town of Davie recommends the adoption of the class specification
Town Engineer/Assistant Development Services Director; and

WHEREAS, The Town of Davie has evaluated the pay grade and recommends it to be assigned to pay
grade 534 (\$67,269 - \$90,147) ; and

WHEREAS, The Town of Davie recommends that the Town Council approve the adoption of the class
specification for Town Engineer/Assistant Development Services Director and the assignment of pay grade
534 (\$67,269 - \$90,147),

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to
reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The class specification for Town Engineer/Assistant Development Services Director, pay
grade 534 (\$67,269 - \$90,147), is hereby adopted in the Non-Represented Pay and Classification Plan and
attached hereto as Exhibit "A".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2001.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2001.



CLASS SPECIFICATION

TOWN ENGINEER/ASSISTANT DEVELOPMENT SERVICES DIRECTOR

GENERAL STATEMENT OF JOB

Under limited supervision, performs highly complex and responsible managerial and administrative work, overseeing and directing professional engineering work involving design, investigation, development and construction of public and private infrastructure systems and facilities. Is responsible for assigning and inspecting projects public and private that are under construction and ensuring existing facilities are maintained in accordance with the proper engineering practices and techniques. Provides professional review for plats, subdivisions and development plans while maintaining a comprehensive construction permitting and inspection program. Reports to Director of Development Services.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assists in developing, implementing and reviewing department policies and programs pertaining to physical, social, economic, and environmental planning, zoning, economic and development issues.

Assists in directing and overseeing the preparation of correspondence, reports, charts, maps, graphs, and other illustrative materials for presentation to planning commission.

Assists in formulating and preparing amendments to the Town Code of Ordinances.

Assists in preparing Department budget proposals and administering allocated funds; reviews expenditures and oversees development and maintenance of proper accounting and reporting mechanisms.

Acts as Director in Director's absence.

Supervises the operations of the Engineering Department; assigns projects and establishes work schedules and training. Directs and supervises duties of assigned staff. Hires and participates in employee appraisal, disciplinary action, dismissal and advancement of employees.

Plans, organizes, assigns, directs, and reviews the activities of professional, technical, clerical, and consultant personnel engaged in the preparation of engineering reports and analysis, construction plans and specifications, and municipal project management.

Town Engineer/Assistant Development Services Director

Participates in the preparation and review of plans for proposed water supplies and sewer facilities to insure compliance with State, County and Town standards.

Anticipate community and department needs and prepare annual budgets and project proposals to maintain services consistent with regulatory and "Best Engineering Practice" standards.

Reviews site plans and plats for vehicular/pedestrian circulation elements and water, sewer and drainage construction plans.

Coordinates the preparation of reports and feasibility studies for water and sewer facilities. Assists in the development of programs for projects in the implementation of the regional master plan for sewage disposal.

Prepares studies relating to the movement of traffic on roads and streets.

Reviews and evaluates engineering drawings for certain building plans.

Inspects public works construction projects, including roads, bridges, canals and other drainage works, water supply and sewer systems, and land development projects.

Provides technical assistance to the Town Administrator and other Town departments.

Interacts and communicates with various groups and individuals such as Town management, employees, Mayor, Town Council member, developers, engineers, consultants and the public.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Civil Engineering or closely related discipline, with a Master's degree preferred. Registration as a Professional Engineer in the State of Florida. Six (6) years progressively responsible engineering experience in the design and construction of highway, street, water distribution, waste water collection, or other public works projects of which one year of experience must be managing professional staff; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including calculators, locators, transits, levels, vehicles, etc. Must be able to exert up to 25 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, budget reports, surveys, engineering plans and permits, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment, various public works tools, and vehicles. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of hazards and safety precautions involved in water, waste water, paving, drainage and site development construction. Has considerable knowledge of the materials, methods, tools and equipment employed in building construction, maintenance and repair of roads and maintenance and repair of motorized vehicles. Has considerable knowledge of the proper operation of moderate to heavy equipment. Is able to plan and supervise the work of subordinates and instruct employees in proper work techniques. Is able to exercise initiative and independent judgment in dealing with major projects and in recognizing the need for and carrying out preventive maintenance and needed repairs to the department's equipment and vehicles. Is able to exercise tact and firmness in dealing with subordinate employees and the general public. Is able to express ideas orally and in writing. Is able to understand and follow oral and written instructions. Is able to maintain readiness to work on a 24-hour, call-in basis.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with minimum supervision and instruction.

Town Engineer/Assistant Development Services Director

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures accurately with minimum errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the Town. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving departmental and Town objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and Town.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Town Engineer/Assistant Development Services Director

Staffing: Works with other Town officials and management to select and recommend

employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of Town goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and Town. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.