



SUCCESSION PLANNING PROGRAM POSITION EVALUATION FORM

INSTRUCTIONS TO DEPARTMENT DIRECTORS: Please complete a Position Evaluation Form for each position in your department for which a succession plan is to be developed. With input from the incumbent and other key staff, indicate the competencies that a successor must possess in order to function effectively in the position. Please feel free to attach additional sheets if needed.

Title of Position Division Chief, Public Works Department		Reports to (Title) Assistant Director, Const. & Maint.	
Name of Incumbent		Grade 8	Exec. Benefits N/A
Department Public Works		Division 16 - Rd., Brdg & Canal Maint	
Comments (Occ. Code 1070B)			

Will the position continue to exist after the departure of the incumbent?..... Yes No
If yes, when do you anticipate the position will become vacant?.....Date: (mm/year): UNDMD

MINIMUM QUALIFICATIONS: Please list the minimum qualifications required for this position.

Bachelor's degree. A minimum of four to seven years of experience in public works construction and maintenance to include four years at a supervisory level is required; or completion of 60 semester credits to include 15 semester credits in Engineering, Construction Management or related field and a minimum of four to seven years of experience in public works construction and maintenance to include three years at a supervisory level are required. Must obtain a Miami-Dade County Certificate of Eligibility as a General Engineering Contractor within one year of hire.

TECHNICAL COMPETENCIES: Please list the key technical competencies/requirements needed for this position (e.g., knowledge of GASB statement no. 34, integrated marketing experience, knowledge of County geography, general contractor designation). Again, please attach additional sheets as needed.

Thorough knowledge of the principles, practices and techniques of public works construction and maintenance related to roads, bridges and canals.

Thorough knowledge of local, state, and Federal laws, rules and regulations applicable to road and bridge construction, maintenance and repair work.

Thorough knowledge of county geography including road networks and locations of governmental facilities.

Thorough knowledge of supervisory principles and practices.

Considerable knowledge of occupational hazards and safety precautions required in the construction, repair and maintenance of roads, bridges and canals.

Knowledge of the policies and procedures used in budget preparation, monitoring and reporting.

Ability to supervise a large staff of subordinate supervisory, specialized, technical, clerical and field labor personnel in a manner conducive to full performance and high morale.

Ability to develop divisional goals and objectives and evaluate divisional performance.

Ability to read and interpret blueprints, diagrams, sketches and construction plans.

Ability to analyze and diagnose technical road and bridge repair, maintenance and construction problems.

GENERAL COMPETENCIES: Please indicate key knowledge, skills, experiences and abilities needed for the position above and beyond the minimum job qualifications. Add additional competencies as necessary. If a competency applies, please rate

1 = Somewhat Necessary 2 = Necessary 3 = Very Necessary 4 = Absolutely Essential

COMPETENCY	RATING	COMPETENCY	RATING	COMPETENCY	RATING
Adaptability	4	Developing Others	4	Political Savvy	2
Business Acumen & Entrepreneurship	2	Diversity Awareness & Management	4	Problem Solving & Technical Credibility	4
Communication	4	Ethics, Integrity, & Honesty	4	Service Motivation & External Awareness	2
Continual Learning	4	Influencing & Negotiating	3	Strategic Thinking	4
Customer Service	4	Performance Management & Results-Oriented	4	Teamwork & Group Leadership	4
Decisiveness	4				
Completed by: Manuel O. Garcia				Date 7/6/2009	

Please forward your completed form to the Compensation Section, Human Resources Department, for review and approval. Forms can be sent via fax to (305) 375-5768, via email to spcompensation@miamidade.gov, or via interoffice mail to 111 NW 1st Street, 20th Floor, Suite 2020. For assistance in completing this form, please call the Compensation Section at (305) 375-3774. Thank you.