



## CITY OF MINNEOLA

**Mailing Address:**

**P.O. Box 678  
Minneola, FL 34755  
Phone (352) 394-3598**

**Physical Address:**

**800 North U.S. Highway 27  
Minneola, FL 34715  
Fax (352) 394-0051**

<b>Job Title:</b>	Public Works Director	<b>Pay Grade</b>	130
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**General Description:** Under limited supervision, supervise, plan and direct the daily activities of the Public Works, Parks, Recreation, Water, and Wastewater Utility departments. Facilitate the proper design, construction, and maintenance of city streets, stormwater system, parks & recreational facilities, water treatment & distribution systems, and related services. Ensure customer expectations are met or exceeded through effective design & construction, maintain an effective and efficient work force, and determine all departmental activities are in the best interest of public safety, health, environmental integrity, and the City. Reports to City Manager.

- Responsibilities:**
- Directs and oversees the daily activities of the Public Works Department. Ensure adherence to all codes, standards, laws, regulations, etc. that pertain to the department. Keep abreast of regulatory changes and participate in technical/professional society activities. Plan, develop, and maintain all policies and standard operational procedures for the department.
  - Duties shall include the supervision, planning and directing of the daily operations and maintenance of the City's water treatment/distribution system, miscellaneous roadway and stormwater maintenance, parks/recreational facilities, and any potential wastewater treatment/collection/pumping system operation and maintenance.
  - Performs supervisory duties as delegating, organizing, and assigning workloads, planning, directing and coordinating activities, allocating, selecting, and recommending of all new employees, recommend and approval of all departmental transfers, promotions, disciplinary actions, discharges and salary increases as necessary. Prepare various documents and reports related to personnel issues, respond and act on all departmental and employee problems.
  - Reviews work of subordinates for completeness, neatness, and accuracy, evaluate and make recommendations as appropriate, offer advice and assistance as needed, Provide direction, guidance, and counseling to division supervisors. Encourage and support continued professional development and training of division supervisors and employees.
  - Develops and implements short and long term plans, goals, and objectives for meeting capacity, financial and regulatory demands, including capital improvements program. Prepare, approve and present annual, capital and operating budget. Coordinate with other departments, outside regulatory agencies, customers, and contractors on all problems, issues and activities of mutual concern.
  - Attends or conducts meetings with departmental staff and City Council to provide information of Department matters. Attend meetings with representatives of other governmental agencies for program and service coordination. Evaluate and administer programs. Review, approve and present amendments to City rules, regulations, policies and procedures as necessary.
  - Receives, reviews, prepares and/or submits various records and reports including budget documents, agendas and meeting minutes, policy amendments and code revisions, job applications, performance reviews, memos, and correspondence. Reviews, evaluates and approves engineering plans and designs: Department projects. Inspect construction projects in progress for compliance to plans and specifications.

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**Responsibilities Continued:**

- Maintains relationship with state and federal agencies involved in the Department's responsibilities including engineering, highway construction and maintenance, traffic engineering and stormwater management functions. Directs and supervises the means and methods of ensuring and maintaining compliance with regulatory codes and laws.
- Interacts and communicates with various groups and individuals such as City Council Members and division managers and employees, regulatory agencies, consultants, contractors, professional organizations, transportation department, the public, customers, etc.
- Plans and makes presentations to City Council Members and the public as required. Oversee the department's emergency management plan. Perform related duties as required.
- At certain times may be required to be On-Call (Standby) status.
- May be required to work extended hours, especially during emergencies and natural disasters.
- Performs other duties as assigned.
- These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.

<b>Job Location:</b>	Water/Wastewater Facility	<b>Job Role</b>	Public Works Director
<b>F.L.S.A. Status</b>	Exempt	<b>Department</b>	Utilities
<b>Employment Status:</b>	Full-Time Position	<b>Employment Type:</b>	Employee
<b>Manages Others</b>	Yes		

**Knowledge, Skills, & Abilities:**

- Principles and practices of contract administration.
- Occupational hazards and safety practices.
- English usage, spelling, grammar, and punctuation.
- Basic mathematical principles.
- Federal, state, and local laws; codes and regulations related to areas of assignment.
- Schedule preventative maintenance services.
- Operate a variety of hand and power equipment in a safe and effective manner.
- Read and interpret blueprints and plans.
- Understand and follow both oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with citizens, business owners, coworkers, supervisors, contractors, and others the employee may come in contact with during the course of work.
- Knowledge of the equipment, tools, and supplies required to accomplish all operations.
- Ability to operate a variety of hand tools, power tools, and electric meters.
- Effective oral and written communication skills.
- Ability to organize work and set priorities to meet deadlines.
- Ability to identify critical issues quickly and accurately.
- Ability to access, input, and retrieve information and data from a computer.

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**Minimum Requirements:**  
 Bachelors’ Degree in Engineering or related field and five (5) year’s related experience or equivalent combination of experience and education, preferably with Florida County or Municipal Government.  
 Candidate must have computer experience and be well versed in the operation on SCADA system.  
 Valid Florida Class “B” Water Operator License and Florida Class “C” Wastewater Operators License.  
 Valid Class “B” Florida Commercial Driver License.  
 Must reside within twenty-five (25) miles from Minneola’s city limits.

**Physical Requirements:**  
 Acceptable eyesight (with or without correction). Acceptable eyesight includes, but not limited to depth perception, close, distance, peripheral, color vision, and the ability to adjust focus.  
 Acceptable hearing (with or without hearing aid).  
 Acceptable dexterity in fingers and hands.  
 Ability to stand for long periods of time; ability to walk long distances; ability to sit for brief periods of time.  
 Ability to twist, reach, bend, stoop, lift, twist, and climb ladders and stairs.  
 Must be able to push, pull, lift, and carry seventy-five pounds (75).  
 The job requires driving a city vehicle (transporting other employees at times) and operating necessary equipment to perform essential functions.

<b>Environmental Conditions:</b>	Work is outdoors with exposure to dust, pollen, extreme heat and/or cold, wet or humid conditions, bright and/or dim light, heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, fumes or noxious odors, traffic and moving machinery.	<b>Education/ Certifications</b>	Bachelors’ Degree In Engineering or related field and five (5) year’s related experience or equivalent combination of experience and education, preferably with Florida County or Municipal Government. Must possess a minimum of Florida Class “B” Water Operator License and Florida Class “C” Wastewater Operators License, as well as a minimum Class “B” Florida Commercial Driver License.
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*Note: This Job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. (Reasonable accommodations will be made in accordance with existing A.D.A. requirements for otherwise qualified individuals with disabilities).*

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**Employee Signature**

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**Date**

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