

Public Works Director

With an estimated population of over 16,400, the City of Minneola is nestled in a vibrant and growing area approximately 25 miles northwest of Orlando. Minneola has received a number of recognitions including "Best City in Lake County for Millennials," "Most Livable City in Lake and Sumter Counties," "Safest City in Lake County," "9th Safety Community in Florida," and even "One of the Safest Places in Florida from Hurricanes." Minneola is a suburban community and home to several great schools including two "A" rated K-8 charter schools, a K-5 elementary school, and a high school. With so many wonderful recognitions and schools, Minneola has grown to become "Central Florida's Choice of Families."

Minneola operates under a council-manager form of government. The City has enjoyed steady long-term leadership. The city council is professional with a focus on legislative matters while the management staff are experienced and seasoned professionals with a focus on operational matters placing an emphasis on service before self and concentrating on delivering the best stakeholder experience possible. Department heads are expected to lead by example and adhere to Minneola's core values including: Honesty; Integrity; Stewardship; Respect; and, Teamwork.

Minneola is a financially conservative community which prefers to prioritize its needs over its wants and saves for purchases rather than financing them. The City's general fund, water fund, stormwater fund, building fund, and two C.R.A. funds are currently debt free with plans for them to remain that way. The City has a wastewater fund with one loan remaining and plans to pay it off early within the next five years. The City maintains a healthy six months of unrestricted revenues for emergencies and has several assigned fund categories scheduled to be used for larger capital projects. A new \$1.25M library renovation, \$1.4M above ground water storage tank, \$2.5M septic-to-sewer line extension, and a \$4.5 public safety complex are a few of the current ventures under various phases of planning and construction.


The current utility manager is retiring after a long and successful career. The utility manager oversees the Public Works, Stormwater, Water, and Wastewater Utility departments. 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.

Minneola currently participates in the Florida Retirement System, provides the employee with health & dental insurance, twelve paid holidays, paid vacation, three days' paid personal leave, paid sick leave, three days' paid bereavement leave, tuition reimbursement, \$30,000 of life insurance, E.A.P. benefits, as well as a variety of other benefits that are made available through automatic payroll deduction including spouse, children, and family insurance coverage, dental insurance, vision insurance, short-term disability insurance, long-term disability insurance, cancer insurance, expanded life insurance, I.R.A., a 457 deferred compensation plan, etc. in accordance with the personnel policy.

While there are a lot of great things happening in Minneola, there are some current and future challenges which the public works director will be expected to help solve. The challenges include maintaining a positive working environment, improving upon the standard operating procedures, completing the projects listed in the ten-year capital improvement plan, and continuing to help manage the utilities of a fast-growing community in a fiscally conservative way.

The next public works director should be a highly dedicated individual, have a bachelor's degree in engineering, public administration, business administration, or other trade related field from an accredited university, have at least ten (10) years of relevant work experience in the local government sector with a public utility and a minimum of five (5) years of experience in a supervisory position. Applicants must have a valid Florida Class "A" or "B" Water Operator License and Florida Class "A" or "B" Wastewater Operators License.

Interested applicants should submit a cover letter, resume, employment application, and salary history to Julie Alvarez at jalvarez@minneola.us.

	<h2 style="text-align: center;">CITY OF MINNEOLA</h2> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Mailing Address: P.O. Box 678 Minneola, FL 34755 Phone (352) 394-3598</p> </div> <div style="width: 45%;"> <p>Physical Address: 800 North U.S. Highway 27 Minneola, FL 34715 Fax (352) 394-0051</p> </div> </div>		
Job Title:	Public Works Director	Pay Grade	130
<p>General Description: Under limited supervision, supervise, plan and direct the daily activities of the Public Works, Parks, Stormwater, 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.</p>			
<p>Responsibilities:</p> <ul style="list-style-type: none"> • 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 budgets. 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.
- Performs as the City's Environmental Compliance Officer.
- 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.

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

Bachelor's 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.

Public Utility or Underground Utility construction with two (5) year experience in a supervisory position. Special courses/training in DOT regulations, Maintenance of Traffic, OSHA standards, Underground Utility Installation.

Candidate must have computer experience and be well versed in the operation of SCADA systems.

Valid Florida Class "B" Water Operator License and Florida Class "B" Wastewater Operators License.

Valid Class "B" Florida Commercial Driver License.

Must reside within twenty-five (25) miles of 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.

Environmental Conditions:

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.

Education/ Certifications

Bachelor's Degree In Engineering or related field and five (5) years 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 "B" Wastewater Operators License, as well as a minimum Class "B" Florida Commercial Driver License.

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).

Employee Signature

Date

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