



City of Madeira Beach Position Description

Job Title:	Public Works Director		
Department/Group:	Public Works	Supervisor:	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	\$83,250 - \$124,880 DOQ	Position Type:	Full Time
HR Contact:	727-391-9951	Date Posted:	03/01/2021
External Posting URL:	https://madeirabeachfl.gov/jobs	Posting Expires:	03/31/2021
Applications Accepted By:			
<p>FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov</p> <p>Subject Line: Attention: Human Resources – Recruiting</p> <p>MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708</p>			
Job Description			
ROLE AND RESPONSIBILITIES:			
<p>The City is seeking a disciplined, result oriented, professional and energetic candidate. Under the administrative direction of the City Manager this applicant is responsible for leadership, organization, direction, and coordination of the day-to-day operations of all employees and activities within the Public Works Department. The incumbent utilizes considerable independent judgement and initiative to govern in a manner that ensures compliance with the highest standards as required by state and federal regulatory agencies.</p> <ul style="list-style-type: none"> • Providing general oversight and management of multiple public works activities such as the maintenance of streets and other infrastructure, parks, storm water management, facilities maintenance, sanitation/solid water, fleet maintenance, oversees constructions projects oversees contracts, management of outside contractors and beach cleanup maintenance. • The successful candidate must possess a dedication to providing citizens with the highest quality service and support, using the most innovative and creative service delivery strategies available. 			

- The director must have a clear and obvious passion for, and be committed to, preserving the City of Madeira Beach as a premier city that strives to protect and preserve the quality of life that is uniformly enjoyed by all those who visit and reside in the community.
- The director will be responsible for ensuring compliance with the City's co-permittee status under the National Pollutant Discharge Elimination System (NPDES), created via the 1972 Clean Water Act.
- Provide and initiates recommendations, presentations, and report on a variety of Public Works functions, projects, plans and operations.
- Supervises Public Works and Sanitation personnel and responsible to assign, review and plan work of employees and maintain service, operational standards and personnel evaluations.
- Directs and participates in the development and administration of the departmental annual budget, prepares reports and recommendations concerning budgetary and staffing requirements.
- Directs contract negotiations for goods and services for Board approval.
- Attends industry-related conferences and legislative meetings as directed or required.
- Ability to manager major road and drainage projects.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Bachelor's Degree is required ideally in Business or Public Administration, Civil Engineering, Construction Management or related field. This degree must be supplemented by 8 years of broad scope, senior level management experience in planning and managing public works programs, resources and operations.
- Master's degree and engineering experience is preferred with 6 years of experience as described above; or an equivalent combination of education, training and/or experience.
- Must have a valid Florida Driver's License; CDL is preferred and/or able to obtain one within 6 mos. of hire date.
- A Florida Board Certified Professional Engineer is highly preferred.
- The successful candidate must have skills related to long-range transportation planning and infrastructure project construction and maintenance.
- Awareness of environmental responsibilities and ability to direct and operate the facility as needed.
- Demonstrated ability to perform job duties listed, either through related experience or specialized course work.
- Required to resolve customer problems, complaints and perform detailed and complex tasks at times with short deadlines.
- Able to respond to civil defense recall including special, emergency and/or disaster situations and the ability to work in adverse weather conditions is required.
- Performs other related work as assigned or required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state and local laws that govern all operations of the Public Works Department.
- Knowledge of the principles, practices and procedures of public and business administration.
- Knowledge of budget and accounting principles, practices and procedures.
- Knowledge and demonstrated ability to identify, manager and successfully obtain grants.
- Skill in leadership techniques and practices to evaluate and determine organizational goals and objectives, maximizing effectiveness or organizational work units through staff selection and assignments.
- Ability to interact effectively, establishing good working relationships with staff members, industry leaders, state officials, consultants, contractors and the public.
- Ability to address civic organizations or other public or private groups on subjects relative to department projects.

PHYSICAL/WORKING REQUIREMENTS:

Work is performed in an office setting and outdoors. Hand-eye coordination is necessary to operate a computer, various office equipment, screw driver, and other small hand tools. The employee may be required to operate a vehicle, street sweeper, backhoe, and fork lift or sanitation truck. The stress level for this position could be regarded as moderately “high”. While performing the duties, the employee is frequently required to sit, stand, talk, used hand to finger, handle, feel or operates objects and climb stairs. May be required to perform moderate lifting (15-50 lbs.), heavy lifting (over 50 lbs.) is occasionally required.

ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Cover letters and resumes may be included but are not accepted in lieu of application form. All applications will become public record under Florida law.

AA/EOE/DFWP

Submit completed application for employment to: Human Resources Coordinator
300 Municipal Dr. Madeira Beach, FL 33708 or humanresources@madeirabeach.com