

# POSITION TITLE Public Services Director

FUNCTIONAL AREA Howey-in-the-Hills, Florida

## **HIRING / STATUS**

- Town Clerk to advertise the position until filled.
- Application packets will be screened and scored by a committee established by the Mayor.
- The committee will select applicants for interviews.
- Interviews will take place by the committee at Town Hall, during normal business hours.
- Interviewees will be scored by the committee.
- Mayor to decide on the top applicant to be conditionally offered the position at a starting salary within the adopted range. Conditions include, but are not limited to, satisfactorily passing drug test, background check, and other standard hiring requirements.
- Once a conditional offer for employment has been accepted, a formal recommendation will be made by the Mayor to the Town Council in a public hearing for a vote to take place specific to the appointment of the recommended candidate.
- Once an applicant has accepted the offer, the applicant shall then become a new employee of the Town of Howey-in-the-Hills, with a start date to be determined with the Mayor.

**HIRING PAY** Starting pay for the selected applicant shall be \$50,000 – \$70,000 annually, depending on qualifications.

**CLASSIFICATION** Full-Time Department Head; Exempt; At Will

**Schedule:** Full-time, Monday – Friday, on-call for after-hours emergency situations, and attendance of after-hours Town Council meetings. The Public Services Director Office is housed in the Public Services Building, 238 W Central Ave.

## **Summary:**

This is highly responsible, professional, and administrative work in directing the activities of the Public Service Department which includes the Utilities and Public Works divisions. The major emphasis of work is on overall administrative planning and coordination requiring the exercise of management skills, discretion and sound independent judgment in decision making.

In the event of a natural or man-made disaster that may threaten the area, the employee will be required to perform emergency duties as directed.

## **Job Description:**

Under the general direction and supervision of the Mayor, we are seeking a team-orientated and community-minded candidate to plan, organize, supervise, oversee, manage, and direct the day-to-day operations of the Public Services Department for the Town of Howey-in-the-Hills, including but not limited to:

- Streets, Sanitation, Stormwater and Groundskeeping staff and operations;
- Contracted utilities company over Water and Wastewater staff and operations;
- Contracted utilities company over Wastewater and Water Treatment Facilities staff and operations;
- Capital Improvement Projects;
- Special Projects; and
- Grant Projects

## **Select Duties, Responsibilities and Skills:**

- Must be a self-starter, enthusiastic, and a demonstrated team builder, facilitator, and consensus builder who is positively involved with and supportive of all Town Staff, as well as with the community.
- Possesses outstanding interpersonal, written, and verbal communication skills.

- Possesses excellent public speaking, writing, researching skills and has a strong customer-service orientated attitude.
- Maintains accurate and detailed records and files.
- Oversees and sets goals for Public Services Operations.
- Performs planning, directing, and coordinating the activities of the water and wastewater utilities.
- Establishes standards, policies, plans, schedules, and procedures for expanding, operating, and maintaining the Town's Public Services infrastructure.
- Leads and monitors the delivery of any Public Services infrastructure capital improvement plans.
- Supervises multiple staff and related contracted entities, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
- Participates in the negotiation, development, planning, design and implementation of related Town Capital Improvement Projects as well as improvements to existing facilities.
- Assesses the needs for consultant services and recommends; accordingly, represents the Town's interests in overseeing and evaluating consultant services and making recommendations.
- Appraises the adequacy of facilities and develops plans and priorities for modifications and extensions; evaluates the soundness and efficiency of operations; supervises the installation of improvements; develops work programs and budget estimates.
- Prepares the Public Services budget including preparing cost estimates and justification for budget recommendations; researches and recommends Capital Improvement Projects; approves, monitors and controls department expenditures.
- Monitors and evaluates the efficiency and effectiveness of the department's methods, procedures, and programs; identifying and implementing opportunities for improvement; and, reviewing with the Town Administrator where appropriate.
- Ensures all regulatory reports and deadlines are adhered to and department activities comply with regulating entities' rules and regulations; immediately notifying the Mayor of any known regulatory violations, inspections, notices, investigations, or enforcement activities.
- Prepares and evaluates bid specifications for Public Services projects.
- Attends Town Council and related board meetings and presents to the Mayor and Town Council.
- Receives and utilizes input from community groups, neighborhood groups and individuals regarding Public Services needs.
- Acts as a liaison with other Town Departments and staff, outside agencies and community groups to explain and discuss various aspects of the department's functions.
- Acts as a liaison with Federal, State, local and other agencies.
- Represents the Town on town, state, local, and professional boards/associations.
- Receives and responds to and resolves information requests, public inquiries, and various complaints with professionalism, courtesy, caring and tact.
- Organizes and directs engineering projects; development review including engineered and architectural plans; right-of-way's including street, street-scape, sidewalk and landscaping/greens-space maintenance; ADA management; sanitation, storm water, public services maintenance programs, and building maintenance.
- Tracks organizational efforts and projects to ensure successful outcomes and maximize public safety.
- Works closely with contracted Town Engineering firms as required and makes recommendations and conducts studies as necessary to support other Town Departments in conjunction with departmental projects.
- Serves as Assistant Incident Commander for natural disasters that impact the Town.
- Duties include coordination with Lake County, Florida Department of Emergency Management, FEMA, and other governing agencies which includes direct participation in the Lake County Emergency Operations Center (EOC) in the event of natural disasters and annual training exercises.
- Detail-orientated, organized, and exercises/presents a high level of professionalism and performance in all aspects of representing the Town.
- Must be able to work individually and also with a team of co-workers representing multiple points of view.
- Knowledge of administrative procedures and departmental rules and regulations.

- Knowledge of pertinent Federal, State, and local laws and ordinances governing the activities of the department.
- Knowledge of modern management techniques and methods.
- Ability to plan, assign and evaluate the work of professional, technical, and clerical subordinates.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to prepare clear, concise, and comprehensive reports
- Ability to establish and maintain effective working relationships with associates and the general public.
- Performs advanced activities requiring the exercise of independent judgment and initiative in a variety of assignments for the Town.
- The ability to work outside of standard business hours is expected of this position.
- Other duties, as directed and delegated by the Mayor.

**Preferred Qualifications:**

- A four-year bachelor's degree in Civil, Mechanical, or Environmental Engineering, Construction Management, Public Administration or other related field from an accredited university,
- Five (5) years of progressive experience in the operations, maintenance, and administration of a Public Services Department, or similar entity;

AND

- Three (3) years of experience of direct supervision of five (5) or more subordinate staff;
- Experience in the governmental/public sector;
- Strong and effective oral and written communication skills;
- Proficient in Microsoft Office computer skills, including Excel, Word, Outlook and similar office suite software;
- Must have a valid Driver's License, and obtain a State of Florida issued driver's license upon relocation, if applicable; and have a clear driving record for the past three (3) years;
- Must live or relocate to reside within a thirty (30) mile radius of the Town of Howey-in-the-Hills, Florida;
- Must pass a background check and drug test.

**Working Conditions and Physical Factors:**

- Work is performed both indoors in an office environment and in the field with crews, projects, assessments, meetings with applicable parties, residents, citizens, business owners, and community stakeholders, and/or necessary work for project or site evaluation, management, and inspection.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, e-mail and personal contact.
- While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, and hear.
- Specific vision abilities include near distance, far distance, color, peripheral vision, and depth perception.
- Requires physical capability to effectively use and operate various items of office-related equipment, such as, but not limited to Computer (desktop and laptop), telephone (desk and smartphone), copier/scanner/fax, measuring tape and wheel, and driving a Town vehicle.
- The noise level in the work environment is usually moderate.
- Some duties may require the employee to be exposed to various seasonal outside weather conditions, wet and/or humid conditions.
- Requires intermittent sitting, standing, climbing, walking, balancing, stooping, bending, crouching and repetitive motion; occasional lifting of objects up to 40 pounds.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment. The Town of Howey-in-the-Hills Town Council reserves the right to update and/or

change this job description, by method of passing a Resolution during a public hearing. The Town of Howey-in-the-Hills is an equal Employment Opportunity Employer and Drug-Free Workplace.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9. E-Verify Works for Everyone For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.