



TOWN OF HIGHLAND BEACH

PUBLIC SERVICES DIRECTOR

The Town of Highland Beach, Florida is seeking a full time Public Services Director. The successful candidate will be flexible, highly-organized, proactive, collaborative and calm under pressure. This is an important high-level management position reporting to the Town Manager, directing the operations of the Public Works Department.

The ideal candidate will be a leader who combines a strategic management perspective and a servant leadership style with a focus on environmental protection and sustainability. The Director will have experience managing public works projects, strong fiscal acumen, and excellent project management, communication, and customer service skills. The incumbent functions with considerable independence and latitude in accordance with established procedures and general direction from the Town Manager. Excellent verbal and written communication skills, a professional demeanor, and a demonstrated ability to work efficiently and accurately are desired.

Qualifications:

- Bachelor's Degree in Engineering, Environmental Science, Natural Resource Management, or equivalent required. Florida Professional Civil Engineer License and /or Master's Degree a plus.
- Experience – Minimum of seven (7) years municipal public works experience, five (5) of which must be in a management level position.
- Strong computer and project management skills.
- Knowledge of water treatment, distribution and wastewater collection systems.
- Knowledge of Federal, State and Local regulations and requirements (including FEMA, FDEP and FDOT.)

This position offers a complete benefit package with a pay range of \$72,860.00 – \$116,575.00, with starting salary based on experience and qualifications.

Applications may be obtained from our web-site:

<https://highlandbeach.us/employment-opportunities/>

OR at the Town Hall located at 3614 South Ocean Boulevard, Highland Beach, FL 33487, OR by calling (561) 278-4548.

**THE APPLICATION DEADLINE IS:
Open until filled with first screening of applications set for 12/10/2018.**



TOWN OF HIGHLAND BEACH

Public Services Director

Department: Public Works	Status: Full-Time Permanent (40 hrs./wk)
Department Code: 001-519.000	Classification: Exempt
Immediate Supervisor: Town Manager	Pay Grade: 33
Directly Supervises: Water Plant Superintendent, 5-Plant Operators, Utility/Maintenance Supervisor, Utility Foreman, Utility Mechanic (all full-time positions).	Salary Range: Hourly: \$35.03 – \$56.05 Annually: \$72,860.00 – \$116,575.00

Position Summary:

The Public Services Director directs and supervises the operation and maintenance of the Town's Water Treatment Plant, water distribution system, sanitary sewage collection and pumping system, storm water collection system, maintenance of roadways, utility easements, auxiliary side streets and general building and grounds maintenance of the Town's Municipal complex and other town-owned infrastructure. Coordinates with other government agencies, i.e. Florida Department of Transportation or utilities on an as needed basis to improve infrastructure of the Town through capital projects or as emergencies arises. Coordinates environmental services, special projects and studies and related community outreach as directed. Oversees solid waste management system and franchise hauler contract (s).

Essential Duties and Responsibilities:

(The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments.)

- Directs and monitors the operation of the Public Works Department.
- Monitors the sampling of the Town's water supply ensuring chemical and bacteriological compliance with all Federal, State and Palm Beach County regulations.
- Monitors the operation of the sewage & pumping collection systems.
- Supervises the implementation and reporting of the Town's NPDES program.
- Responsible for planning and responding to all emergencies including, but not limited to water main breaks, chemical leaks, power outages, sewage overflows, hurricanes and floods.
- Coordinates with Utilities (Florida Power and Light, AT&T, Comcast, and Florida Department of Transportation) as required.
- Oversees solid waste management system and franchise hauler contract.
- Coordinates environmental services and special projects and studies.
- Develops department related community outreach communications and activities.
- Maintains department website with timely, value added information.

- Coordination of mutual aid activities from other cities during emergencies.
- Coordination of debris removal after hurricanes.
- Preparation and submission of annual Public Works, Water and Sewer budgets to the Finance Director and Town Manager.
- Responsible for providing good inventory control, maintaining adequate operating supplies, chemicals and equipment.
- Promotes and encourages educational advancement opportunities to employees.
- Supervises and monitors municipal capital improvement projects.
- Maintains accurate and verifiable records for official reporting to the various regulatory agencies.
- Maintains current knowledge of new technology, products and techniques in Public Works and Water Treatment.
- Interaction and coordination with FDOT, Telephone, Cable, Natural Gas and other utility providers.
- Interaction with FDEP, FDOH, SFWMD and other regulatory agencies having jurisdiction over the department's activities.
- Supervises the administration of the Town's cross-connection program.
- Responds courteously to any and all customer complaints.
- Responsible for assuring a safe work environment for all employees.
- Attends senior level staff meetings and Commission meetings as directed by the Town Manager.
- Responsible for all duties as assigned by Town Manager.

Minimum Qualifications:

Education and Experience

Requires a Bachelor's Degree in Engineering, Environmental Science, Natural Resource Management, or closely related field. Requires a minimum of seven (7) years municipal public works experience, five (5) of which must be in a management level position. Must possess a valid Florida driver's license. Prefer five (5) years of experience in a Reverse Osmosis Water Treatment Plant, experience in the design, permitting and construction of water and/or wastewater treatment plants or expansions. Certification in Storm Water Management and as a Public Works Professional is desirable. Florida Professional Civil Engineer License and /or Master's Degree a plus.

Knowledge, Skills and Abilities Requirements

- Must possess excellent managerial skills and be able to generate letters, memos and reports.
- Must possess good verbal and written communication skills.
- Must possess good computer skills; especially with Microsoft suite of programs.
- Must have working knowledge of GIS, CMMS and SCADA programs.
- Knowledge of Federal, State and Local regulations and requirements (including FEMA and FDOT).

- Knowledge of water treatment, distribution and wastewater collection systems.
- Ability to retrieve, compile and assess technical statistical data.
- Ability to interact with engineers, contractors, Attorneys and other utility professionals.
- Ability to deal with the general public with diplomacy and tact.
- Must be adept at preparing operating & maintenance plans as well as developing short & long-term capital improvement plans.
- Must be familiar with municipal budget preparation, implementation and execution.
- Must be able to establish priorities, multi-task on various complex projects and meet critical deadlines as necessary.
- Must be an effective team leader and builder.
- Project Management experience (from RFP to implementation).

Physical Demands/Environmental Conditions:

The work environment and physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, operate objects, controls, or tools; reach with hands and arms; climb and balance; stoop, kneel, crouch, crawl; and smell.

The employee must occasionally lift and/or move more than 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee sometimes works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme weather, and vibrations. It may be expected that the individual could be exposed to blood of other potentially infectious materials during the course of their duties.

Selection Guidelines:

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Town of Highland Beach is a Drug Free Workplace, an Equal Opportunity Employer, and complies with the Americans with Disabilities Act.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job History:

Created:

Revised: 05-17-2016

Revised: 09-17-2018

Revised: 10-24-2018