

City of Jasper Florida
Invites applications for the position of:
Public Works Director

Job Summary:

The Public Works Director is responsible for providing broad and executive level oversight of a full-service Public Works organization for the City of Jasper. Duties include directing and overseeing several divisions, and staff, developing and overseeing Water/Wastewater standards, Public Works standards as well as Natural Gas operations and practices policies and procedures. Planning, organizing and supervising the financing, engineering and design, construction and maintenance of potable water distribution system and wastewater collection systems, lift station, reclaimed water distribution systems, Water/Wastewater Plant Operations All required reports for all areas, roads and streets as well as maintenance of a Natural Gas system. and coordination of land development, (sludge fields spray fields) when available. Business operations, asset management, fleet and facility maintenance services (City Mechanic). Public Works GIS activities, Public Works environmental services and other public works projects, plans, programs and services.

Essential Duties & Responsibilities:

- Exercise extensive independent judgment and initiative in the performance of work.
- Direct and supervise through subordinates, all operations of the Public Works Department.
- Coordinate the development of long-range strategies, plans, policies and programs with other City and government agencies.
- Represent Public Works and the City to legislative, special governmental bodies, and the general public; consult and coordinate on behalf of the City as needed as directed by the City Manager.
- Present to City Manager for review departmental budgets, personnel, and physical structure requirements.
- Prepare, review, justify, and administer multi-million dollar annual department budgets; includes forecasting, cost analyses, enterprise rate studies and financial performance audits and reports.
- Assist as needed by City Manager in utility rate reviews and recommend changes to established rates and assessment fees.
- Manage the City's public works Fund to assure its financial integrity; communicates with the CFO on the financial condition and the long-term needs of the funding sources.
- Direct the preparation and review of plans, specifications, estimates, and contracts for a wide array of public works projects.
- Oversee public works maintenance activities and organize available resources for maintenance, improvement, and repair of water, sewer, lines and public works vehicles and equipment, and City facilities; help City Manager to determine the need for new equipment and facilities, major repair and rebuilding projects.
- Review construction plans and consult on engineering and land development design for Public Works projects.
- Develop performance measures and targets; implement continuous process improvement strategies.
- Work closely with City Manager to Development and creating economic growth and development strategies, land use, policies and plans Pertaining to Public Works.

- Provide departmental support for the public, City departments, public agencies, community organizations, Planning Commission, Parks and Recreation Commission and regional and State governmental entities.
- Provide executive review and ensures compliance with local, state and federal legislation and policies.
- Assess organizational risks and manage liabilities.
- Identify, secure and administer partnership funding opportunities.
- And any Other duties as assigned by City Manager

Minimum Qualification:

- Bachelor's or Master Degree in Civil Engineering, business management/administration or a related field and required licenses in Water/Wastewater operations, no less than a double B license.
- Requires a minimum of (5 - 10) years of progressively Public Works management and responsible experience in professional or utilities management, engineering, administration, or management, five (5) years of which should be at a supervisory/managerial level; or any equivalent combination of education, training and experience.
- Previous experience must include providing leadership to subordinates including effective coaching, change management, performance management and demonstrating a positive attitude with resiliency to bounce back from setbacks

Knowledge, Skills & Abilities:

- Position requires working knowledge of municipal or utility engineering.
- Requires working knowledge of the field of public works administration, Collection system, water Distribution systems and transportation operations and City ordinances, especially those relating to Public Works.
 - Requires working knowledge of standard City human resources policies.
 - Must have proven organizational/time management skills, delegation and presentation skills.
 - Must display an attitude of cooperation and demonstrate the ability to work well with others.
 - Position requires the ability to think strategically to continue to identify, evaluate, articulate and execute strategic opportunities.
 - Must be proficient with Microsoft Office suite of programs.
 - Must possess excellent technical writing skills and the ability to prepare reports and correspondence.
 - Must be able to communicate clearly and concisely, whether in a group or on an individual basis and be proactive in addressing conflict and providing mentorship.
 - Work Environment and Physical Demands:
 - Work is performed primarily in the field, and some office environment with moderate noise level. The incumbent is frequently subject to inside and outside environmental conditions. The position also requires sufficient personal mobility and physical reflexes which permits the employee to function in the general work environment to accomplish tasks.
 - Often requires sitting at a desk or in meetings for extended periods of time, and the ability to lift up to 40 lbs.
 - Constantly requires clarity of speech and hearing, which permits the employee to communicate effectively.
 - Constantly requires clear vision to read printed materials and computer screen to accomplish work.

- Constantly requires repetitive movement of the wrists, hands and/or fingers.

Travel Requirements:

- Frequent local travel is required using City-owned vehicles. Occasional statewide or out-of-state travel may be required.

City of Jasper is committed to wellness of all its employees

Drug Free Work Environment

EOE/AA/ADA