



Open Until Filled,
First Review of
Applications on or
after May 24th

Public Works Director



city of
PALM COAST



The City

One of Florida's newest cities (incorporated 1999), Palm Coast is a Florida paradise – situated on 70 miles of saltwater and freshwater canals and the Intracoastal Waterway and just minutes from pristine Atlantic Ocean beaches. Vibrant lifestyle and the natural environment go hand-in-hand here. The City offers a dozen beautiful parks, 125+ miles of connecting trails and paths for walking/ bicycling, abundant fishing and boating, a year-round Running Series, and world-class tennis and golf. Lined with historic oaks, towering pines and indigenous vegetation, Palm Coast's parks and trails showcase the splendid elegance of the native Florida landscape. Bird-watching is popular at St. Joe Walkway and Linear Park, which are designated as Great Florida Birding & Wildlife Trails, and visitors can spot dolphins and seabirds as they stroll along the Intracoastal at Waterfront Park. The City currently has an estimated population of 85,000.



The Department

The Public Works Department has a wide variety of functions that serve both our citizens and internal customers. The works groups of the Department include: Special Projects, Streets, Signal & Traffic, Facilities Maintenance, Parks Maintenance and Fleet. The Department has staffing of 90 full-time equivalents and an annual operating budget of \$16 million. The Department is responsible for maintaining the City's infrastructure and City-owned structures.

The Position

The City of Palm Coast is seeking an experienced, innovative leader who can think strategically and thrive in a collaborative, problem-solving environment. The Public Works Director will be passionate about empowering employees and providing quality service to our community and internal customers. As part of the City Manager's Executive Team, this position articulates expectations, develops strategy, analyzes and evaluates results in effort to live up to our high maintenance and service standards. The new Public Works Director will inherit a Department in transition and will take a common-sense approach to running the Department and have an in-depth knowledge of best practices.



Palm Coast's new Public Works Director will be given the opportunity to organize, energize and manage the department to improve service delivery and efficiency. The new Director of Public Works must have a broad knowledge of all aspect of public works, including roads, sidewalks, parks, trails, rights-of-ways, public buildings, fleet management, and neighborhood mowing. The Director must be able to communicate effectively with elected officials, executives, professionals, and boots-on-the-ground field staff.

Key Duties and Responsibilities

- Plans, organizes, directs, and administers all activities of the Public Works Department including, but not limited to, personnel, general departmental operations, records management and contract administration.
- Directs the long range planning, design, operation and maintenance activities of the department.
- Ensures that the City's infrastructure is maintained; designs and implements appropriate planning mechanisms to maximize City resources. Evaluates and ensures that projects consider environmental and economic impacts that assist with the development of responsible and sustainable infrastructure.
- In the event of an emergency or other significant event, responds rapidly and efficiently in the evaluation of impacts to infrastructure and priorities, implements and executes necessary responses.
- Develops, maintains and implements the Public Works Emergency response plan for natural and manmade disasters; works in conjunction with Emergency Services to coordinate operations as needed.
- Plans, organizes and implements department goals, and coordinates and integrates all activities toward achievement of established goals and objectives; develops and implements inspection policies and procedures.
- Appraises conditions of work in the Department and takes necessary steps to improve operations.
- Assures optimum departmental activity in the construction and maintenance of all City facilities and infrastructure.
- Directs and manages the preparation of specifications, designs, construction improvements for special projects.
- Ensures all phases of departmental activities and operational functions are planned, designed, and built according to all acceptable City, State and Federal engineering codes, standards and regulatory requirements applicable to the work.
- Maintains current knowledge of trends and regulatory developments for application to functional areas under charge; provides technical plans review and interpretation of the various codes for which the department is responsible to enforce.
- Provides open communication to the general public, business community, City Officials and others related to current and future Public Works projects; receives, responds and provides resolution to escalated inquiries and concerns from the general public, business community, City Officials, and other departments regarding department related issues; attends and provides presentations as needed to various committees, boards and related groups.
- Communicates with the public, developers, contractors, engineers, City Council and Department Heads for the dissemination of information, the resolution of technical problems, and to facilitate development activities.
- Develops, implements and controls division budget; ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues and expenditures, and ensuring sound fiscal control.
- Ensures adequate departmental staffing including the oversight and administration of all hiring, performance management and employee development activities; identifies cross-work group training opportunities and realigns and trains staff in accordance with evolving departmental needs and responsibilities.

Opportunities and Challenges

The Public Works Department has a large dedicated staff responsible for maintaining the City's infrastructure. Each work-group takes pride in their achievements and understands their basic duties and outcomes for which they are responsible. Staff are hungry for growth, development and empowerment and are prime for education, training and development of leadership qualities.

Public Works is also responsible for the acquisition and maintenance of over 300 pieces of rolling fleet that includes large fire equipment and dump trucks to small white fleet. Also included are hundreds of pieces of lawn equipment and machinery. The development of a comprehensive fleet maintenance and inventory process in order to protect the City's assets is ripe for development.

The current physical location presents many challenges. Alterations and enhancements (both temporary and permanent) are being explored in order to provide a more adequate and secure environment for people and property. It is understood that any site improvements will need to occur over time and with planning and foresight, so the selected candidate must be able to develop a vision and follow through to completion in stages that make sense and as approved by Council.

The challenges and opportunities described above provide a unique opportunity for the right individual to make a significant impact on not only the employees, but the City as a whole.



Minimum Qualifications

- Bachelor's Degree in Engineering, Construction, Architecture, Business Administration or related field; supplemented by more than eight (8) years professional experience in the field, to include three (3) to four (4) years within a management capacity; or an equivalent combination of education, training, and experience.
- Must possess and maintain a valid Florida Driver's License.
- Certified Public Works Professional (Supervision and/or Management) Certification preferred.



The Ideal Candidate

The City Manager is seeking a Public Works Director who will take the City's efforts to the next level and fulfill City Council's goals and the citizens' expectations for maintaining our City's infrastructure and assets. The individual will be outgoing, personable and have excellent communication skills. He/she should be a strategic thinker who is not limited to past practices and widely accepted ideas.

The ideal candidate will have a Bachelor's Degree in Engineering, Construction, Architecture, Business Administration or related field, Master's preferred. The possession of General Contractor's certificates are highly desirable. He/she will have progressively responsible and broad experience in all aspects of public works and has demonstrated a track record of successfully implementing process improvement and delivering exceptional customer service; or an equivalent combination of education, training, and experience.



Compensation and Benefits

The full salary range is \$92,585 – 142,072. Benefits are excellent. The City offers a retirement plan where the City contributes 13% of the salary towards a 401(a) plan. In addition, the City offers an additional match up to 2% with employee contribution towards a 457 plan. For more information, about the City's benefits, such as health/dental insurance, vacation and sick leave, and other insurance plans, please contact Human Resources at human_resources@palmcoastgov.com or (386) 986-3718.

How to Apply

Apply online through the City's website at <http://www.palmcoastgov.com/employment/openings>. Questions should be directed to Human Resources at human_resources@palmcoastgov.com or (386) 986-3718.

Confidentiality

Under the Florida Public Records Act, all applicants are subject to disclosure upon receipt. References are checked after the interview and selection process is completed.

The Process

Applications will be accepted until the position is filled. The first review of applications is scheduled to occur on or after May 24th. The City intends to conduct a comprehensive recruitment and selection process to ensure that not only a qualified candidate is selected, but also one who will complement the City's organizational culture. The City's intent is to select a candidate by the middle of June 2019 with a start date sometime early in July 2019.

Other Important Information

The City of Palm Coast is an Equal Opportunity Employer and encourages women, minorities and veterans to apply. A veteran's preference will be awarded per Florida law.

