



# Utility Director

## City of Palm Coast, Florida





## THE COMMUNITY

Palm Coast possesses beautiful natural vistas and is nestled between St. Augustine and Daytona Beach, offering a perfect mix for living, working, and playing. It is an oceanfront community located in Flagler County. The City is situated on 96 square miles along saltwater and freshwater canals and the Intracoastal Waterway, just minutes from the pristine Atlantic Ocean. Palm Coast is rich in recreational and cultural opportunities boasting endless recreation, technological, historical, and arts activities.



One of Florida's newest cities, Palm Coast was incorporated in 1999 and is the most populous city in Flagler County. This growing and dynamic city offers a vibrant lifestyle in a scenic natural environment. The City has a dozen beautiful parks, 130+ miles of connecting trails for walking, bicycling, and birding, various fishing and boating opportunities, world-class tennis and golf, and recreation programming for residents and visitors of all ages. The Indian Trails Sports Complex hosts baseball, lacrosse, soccer, and other athletic tournaments for teams throughout the Southeast. James F. Holland Memorial Park is rapidly completing Phase II renovations providing a regional destination for pickleball, tennis, bocce ball, basketball, dog parks, pavillions, the Historical Society museum, and state-of-the-art playground and splash pad. The City also hosts several community events throughout the year, including the Arbor Day celebration, Movies in the Park, Food Truck Tuesdays, Palm Coast & Flagler Beaches Senior Games, memorial ceremonies, Palm Coast Open, 5K races, and much more.

Since its early days, Palm Coast has been carefully designed for a healthy balance between nature and development with energy savings initiatives, green building initiatives, and conservation programs. Flagler Schools leverage a full-range of technology and digital resources for students and has partnered with the community to bring Flagship Choice Programs to all of its schools. Daytona State College has a campus in Palm Coast. Regional colleges and universities include Embry-Riddle Aeronautical University, Bethune-Cookman University in Daytona, Stetson University in DeLand, Flagler College in St. Augustine, University of St. Augustine for Health Sciences, and University of North Florida and Florida Coastal School of Law in Jacksonville.

The economy of Palm Coast is a mix of business services, health care, government, and the convention and tourism industry. In addition to the City of Palm Coast, major employers in the area include Flagler County Schools, AdventHealth Palm Coast, Boston Whaler, Publix Supermarkets, and Flagler County Sheriff's Office. Innovative partnerships with Jacksonville University and University of North Florida will bring medical campuses to Palm Coast. This economic development project brings Flagler County governments together in an entirely new way that benefits local community health, education, and employment opportunities.

Learn more about the City of Palm Coast by visiting [palmcoast.gov](http://palmcoast.gov).





## THE ORGANIZATION

Palm Coast has a Council-Manager form of government and is composed of the Mayor and four-member City Council who are responsible for setting policy, approving the budget, determining the tax rate, and formulating broad, long-term policies that outline the City's public function. The Mayor and Council Members are elected at-large for a term of four years and may not serve more than two consecutive four-year terms in the same seat. The City Manager is appointed by the Mayor and Council.

Each year, the City Council conducts a comprehensive strategic action plan review. During the review, which includes results of the annual Citizen Survey, City Council priorities are identified and strategies are developed to ensure that priorities are addressed. Each year, City Council reaffirms the direction provided in previous years and adopts by resolution four focus areas with supporting priorities that include: Strong Resilient Economy, Safe and Reliable Services, Civic Engagement, and Sustainable Environment and Infrastructure. The City continues to focus on public-private partnerships to assist in the efforts of expansion and maintenance.

The City provides a full-range of municipal services supported by approximately 529 full-time, 3 part-time, and 65 seasonal/temporary employees. The FY 2024 annual budget is approximately \$357.75 million.

## THE UTILITY DEPARTMENT

The Utility Department has 137 employees and includes Water Production, Water Distribution and Collection, Lift Stations, Water Reclamation, and Inventory Control.

This position is responsible for the management and direct oversight of the infrastructure, operation, maintenance, and repair of the City's entire water, wastewater, and reclaimed utility system. The Utility Director is in charge of the direct supervision and evaluation of the performance of direct and subordinate staff. Develops and implements policies, procedures, programs, and actions that are consistent with the direction of the City Ordinances and various regulatory agencies including the Florida Department of Environmental Protection and the Environmental Protection Agency

This position participates as a member of the city staff as required to act in the event of an emergency. This individual also acts in the assigned role of the Utility Director to support the city in disaster preparation and/or disaster recovery efforts as described in the City of Palm Coast Emergency Management Plan.



### CITY OF PALM COAST EMPLOYEES

**529** full-time  
**3** part-time  
**65** seasonal/temporary



## RESPONSIBILITIES

This position represents several core areas of responsibility; specific position assignments will vary depending on the needs of the City and the departments.

- Administers Utility operations to ensure compliance with all applicable City, State, and Federal code and regulatory requirements regarding water and wastewater for both residential and commercial customers throughout the city.
- Plans, organizes, and implements division goals, coordinates, and integrates all activities toward achievement of established goals and objectives; develops and implements inspection policies and procedures.
- Directs and manages the preparation of specifications, designs, and construction improvements for special Utilities 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.

## MINIMUM TRAINING AND EXPERIENCE

The ideal candidates will possess the required knowledge and experience normally obtained through the completion of an advanced education from an accredited educational institution of higher learning. A bachelor's degree in a related field is desired; master's degree is preferred. A minimum of five (5) years of progressively responsible experience OR any equivalent combination of education and experience that provides the required knowledge and skills will also be considered.

## THE IDEAL CANDIDATE

The City of Palm Coast seeks a skilled leader with a proven track record of motivating and developing staff to obtain measurable results. The ideal candidate should be politically astute with the demonstrated ability to effectively communicate with staff, contractors, elected officials, and the public. This individual will have a proven record as an innovative leader with the ability to establish and maintain effective working relationships both internally and externally.

The ideal candidate should have operational experience while understanding the big picture. The selected individual will be an implementer able to understand and carry out details essential to achieving desired outcomes. He or She will have general knowledge of the ordinances, policies, and procedures associated with City government, as well as considerable knowledge of state and federal policies and regulations as they relate to the utility department and its functions. The selected individual will have extensive budget and capital project experience as well.

The Palm Coast Utility Director should be an ecosystem thinker who is creative when pursuing economic development opportunities. The ideal candidate will be an innovator, creating new ideas and getting others to understand and embrace change. An optimistic focus with the ability to mentor and motivate others.

The selected individual will be willing to take risks as knowledge is gleaned from failures, not just successes. The ideal candidate should possess a consistent desire to improve the organization and possess strong presentation skills when addressing council members, citizens, or employees.



## COMPENSATION AND BENEFITS

The City of Palm Coast will provide a competitive salary range from \$110,000 up to \$160,000 DOQ (depending on qualifications). The City provides an excellent and competitive benefits package.

## HOW TO APPLY

To apply, submit a cover letter and resume with a salary history and four (4) work references through the application form on the website, [palmcoast.gov](http://palmcoast.gov), or email to [rfuller@palmcoastgov.com](mailto:rfuller@palmcoastgov.com). All submissions are public record with the State of Florida. Successful applicants will be subject to a background check.

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

**Confidentiality:** Under Florida's Public Records Act, information from your application is subject to public disclosure at any point in the recruitment process.

**Contact Information:** Renina Fuller, Director of Human Resources

**Email:** [rfuller@palmcoastgov.com](mailto:rfuller@palmcoastgov.com)

**Phone:** 386-986-3725



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