



CAREER OPPORTUNITY PUBLIC WORKS DIRECTOR

ANNUAL SALARY

\$90,000 - \$100,000 Annually

FULL-TIME, EXEMPT POSITION WITH BENEFITS

Office Hours: Mondays – Fridays, 8:00 a.m. to 5:00 p.m.

APPLICATION DEADLINE

Open until filled.

OUR PUBLIC WORKS DIRECTOR POSITION IS A NEWLY CREATED, CHALLENGING AND REWARDING ROLE. COME GROW WITH US, AND LEARN MORE ABOUT FLORIDA'S NEWEST CITY AT WWW.INDIANTOWNFL.GOV.

POSITION SUMMARY

Under the general supervision of the Village Manager, the Public Works Director will plan, organize, supervise, and direct the day-to-day operations of the Public Works Department, including roadways, sanitation services, and related construction and capital improvement projects. The incumbent will provide construction information, recommendations, and technical assistance to the Village Manager and Village Council. This is a highly independent senior management position.

SELECT DUTIES AND RESPONSIBILITIES

- Establishing standards, policies, plans, schedules, and procedures for expanding, operating, and maintaining the Village's Public Works infrastructure.
- Leading and monitoring the delivery of any Public Works infrastructure capital improvement plans.
- Supervising staff, 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.
- Participating in the negotiation, development, planning, design and implementation of related Village Capital Improvement Projects as well as improvements to existing facilities.
- Assessing the need for consultant services and recommending accordingly; representing the Village's interests in overseeing and evaluating consultant services and recommendations.

- Appraising the adequacy of facilities and developing plans and priorities for modifications and extensions; evaluating the soundness and efficiency of operations; supervising the installation of improvements; and, developing work programs and budget estimates.
- Preparing the Public Works budget including preparing cost estimates and justification for budget recommendations; researching and recommending Capital Improvement Projects; and, monitoring and controlling department expenditures.
- Monitoring and evaluating the efficiency and effectiveness of the department's methods, procedures, and programs; identifying and implementing opportunities for improvement; and, reviewing with the Village Manager where appropriate.
- Ensuring all regulatory reports and deadlines are adhered to and department activities comply with regulating entities' rules and regulations; immediately notifying the Village Manager of any known regulatory violations, inspections, notices, investigations, or enforcement activities.
- Preparing and evaluating bid specifications for Public Works projects.
- Attending Village Council and advisory board meetings and presenting to the Village Manager and Village Council.
- Receiving and utilizing input from community groups, neighborhood groups and individuals regarding Public Works services and needs.
- Liaising with other Village departments, outside agencies and community groups to explain and discuss various aspects of the department's functions.
- Representing the Village on city, state, local, and professional boards/associations.
- Responding to and resolving information requests, public inquiries, and complaints with professionalism and tact.
- The ability to work outside of standard business hours is expected of this position.
- Other duties may be required as assigned.

REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree in Civil, Mechanical, or Environmental Engineering, Construction Management, Public Administration or other related field from an accredited university; Master's degree in Civil Engineering preferred.
- Minimum of six (6) years of progressive experience in the operations, maintenance, and administration of a Public Works Department.
- Minimum of three (3) years of staff supervision experience.
- Or an equivalent combination of education, certification, training and/or experience.
- Strong and effective oral and written communication skills.
- Typical office computer systems and software with advanced skills in Microsoft Office.
- Valid Florida driver's license.
- Strong preference for Florida Professional Engineer (P.E.) license.
- Experience in the governmental/public sector is preferred.

BRING YOUR SKILLS AND TALENTS TO A DYNAMIC CAREER OPPORTUNITY WITH FLORIDA'S NEWEST MUNICIPALITY!

About Indiantown

Indiantown is a rural community in Florida's Treasure Coast first established in the early 1900's, then incorporated in 2017 as the newest local government in Florida. While its population of less than 7,000 is small, its resident engagement is exemplary and its potential for community building and new business opportunity is large. The Village is governed by a Mayor and Council elected at large, while day-to-day



operations are directed by the Village Manager. Because our staff is small, we're called upon to apply versatile talents and skills across many disciplines making our daily work very challenging and dynamic.

Application Process

Interested persons should submit a resume and cover letter, not to exceed four (4) pages collectively. The position will remain open until filled. An **original, signed** version of a candidate's submission, with the candidate's **legal signature** on the cover letter, should be e-mailed to jnorris@indiantownfl.gov. The signed cover letter shall also include the statement: ***"I certify all information contained in this cover letter and resume is true and accurate."*** **Failure to follow these submission requirements may disqualify applicant from consideration.**

Professional references are optional at the time of submission; however, they may be requested if the candidate is invited to an in-person interview. References submitted at this stage must be limited to a one (1) page list.

INDIANTOWN VILLAGE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, DISABILITY, MARITAL STATUS, FAMILY STATUS, OR SEXUAL ORIENTATION IN EMPLOYMENT OR THE PROVISION OF SERVICES.