

TOWN OF LAKE PLACID, FLORIDA

JOB POSTING EFFECTIVE: May 22, 2016 OPEN UNTIL FILLED

PUBLIC WORKS DIRECTOR

Pay and benefit scale

Starting at \$47,476 to dependent on qualifications. State retirement paid by town with 3% by employee, Health insurance currently provided at %100, paid Vacation benefits, sick leave benefits, this is an exempt salaried position.

NATURE OF WORK

Our Public Works Department is dedicated to providing creative, customer-friendly service while maintaining the City's infrastructure by resurfacing streets, preserving park facilities and rehabilitating public structures. The department also meets the environmental needs of Lake Placid residents by collecting residential refuse and the sale and maintenance of cemetery property. It also ensures public safety by responding to weather-related emergencies such as flooding and wind damage, and other disasters. The purpose of this classification is to oversees the supervision of the cemetery, sanitation, transportation, and parks and recreation departments. Job duties entail rubbish pickup, traffic control posting, maintenance and all upkeep of the streets and parks.

The Public Works Director is a management/leadership level position within the Town's Administrative staff. The applicant that will be successful at obtaining an retaining the Public Works Director position will be able to consistently demonstrate the ability to take ownership of the systems, parks, and projects that contribute to the town's welfare and establish and achieve a high benchmark wherewith to maintain these areas.

The position is responsible for management, supervision and leadership of the following areas:

- Town Sanitation consisting of regular garbage routes within the Town
- Bush collection within the Town as defined by Town Code
- Mowing, irrigation and maintenance of town beatified horticultural areas
- Town streets and sidewalks
- Cemetery operations
- Supervision and leadership of 10 employees
- Budget preparation and administration for all operation herein
- Working with local interest groups towards mutual maintenance of the Town's assets
- Working with under the direction of a Town Administrator and Mayor towards goals defined by Town Code and Town Council
- Maintenance of various town areas including carpentry, pressure washing, painting, building
- Disaster response and cleanup
- Requires 24/7 accessibility by cell phone furnished

The Public Works Director prepares and administers annual 2015-16 budgets of:

- \$497,366 for Sanitation Operations
- \$456,597 for Streets @ Roads
- \$53,593 for Cemetery Operations

The Public Works Director often interfaces with the public and is expected to at all times be courteous and professional and establish the same goal for the employees he or she supervises. The Public Works Director is commonly called upon to make public presentations of data and is expected to become knowledgeable of grant opportunities. The Public Works Director must have ability to use computer spreadsheets, email systems, Adobe Software's, MS Word, and other's as required.

The Public Works Director on occasions may be required to accomplish or assist with tasks normally performed by subordinates and accordingly must have abilities to perform such tasks.

Experience may be substituted for education of vice-versa; however, some college is preferred and at least five years' experience in a related field is preferred. Applicants are preferred that have supervised people and are knowledgeable of human resource practices.

PERFORMANCE APTITUDES

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert physical effort in sedentary to regular work load which may involve lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-35 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Tasks require the ability to perceive and discriminate sounds and visual cues or signals.

Full description on the town's website: www.lakeplacidfl.net Resumes received via email at lakeplacidinfo@gmail.com or

Town Administrator Lake Placid Town Hall
311 West Interlake Boulevard
Lake Placid, Fl. 33852

This position requires submitting a town employment application and a resume in addition to the items required in the town employment application.