



CLEARWATER

BRIGHT AND BEAUTIFUL • BAY TO BEACH

THE CITY OF CLEARWATER, FLORIDA,
HUMAN RESOURCES DEPARTMENT
INVITES YOUR INTEREST IN THE POSITION OF

PUBLIC WORKS ASSISTANT DIRECTOR

OUR VISION:

A community that thrives from Bay to Beach.

OUR MISSION:

Clearwater is committed to quality, sustainable, cost-effective municipal services that foster and sustain a healthy residential and economic environment.

Clearwater proudly celebrates the quality of our experiences, spirit and opportunities.

Jennifer Poirrier, City Manager



COMMUNITY BACKGROUND

The city of Clearwater extends from the Gulf of Mexico on the west to the expansive Tampa Bay on the east. It is a semi-tropical community of great natural resources and beauty, diversity of housing, an abundance of recreational opportunities of all kinds, in a safe and accessible environment.

From relaxing on our world-acclaimed, white sandy beaches to boating, dolphin watching and fishing, to cheering on the Philadelphia Phillies during spring training, to attending theater and concert events at Ruth Eckerd Hall, the Bilheimer Capitol Theatre or The BayCare Sound at Coachman Park, Clearwater offers a lifestyle for everyone. No better location can be found which places more of an emphasis on integrating career, community and lifestyle than the city of Clearwater.

Clearwater's quality of life is reflective of the people who live in it. Our vital, growing city has an active population of more than 120,000 citizens who are accustomed to high-quality services and resources, and who are active partners with the city through numerous neighborhood and community programs.

THE ORGANIZATION

The Public Works Department is responsible for ensuring the city's infrastructure is constructed and maintained in a manner that meets regulatory and level of service requirements. To accomplish this, the department has two sections, Right-of-Way Maintenance and Engineering.

The Engineering section is responsible for the planning, design, and construction phases of the city's long-term Capital Improvement Program, and for ensuring city infrastructure systems are cohesive with redevelopment of residential and commercial properties within the city. Additionally, this section administers the city's Parking System, manages the city's GIS database, and ensures the city is compliant with environmental issues.

The Right-of-Way Maintenance section is responsible for ensuring that the existing transportation, stormwater, and other systems within the right of way are working efficiently on a day-to-day basis. This occurs through ongoing preventative maintenance to the system and mitigation of system disruption occurring from failed infrastructure or outside influences.



THE POSITION

In collaboration with the Public Works Director, the Public Works Assistant Director oversees, supports, and monitors the daily operations, field operations, planning, and coordination of the Public Works department. Assists in planning, implementing, and overseeing public infrastructure maintenance work. The Public Works Assistant Director would be responsible for:

- Directing, overseeing, and managing the daily operations and activities of the Public Works department; performing daily oversight of field crews as well as mid-term and long term planning for the department and provides strategic planning, labor recruitment, and development direction.
- Supervising, managing, and directing personnel and staff; advising, reviewing, guiding, and mentoring, direct reports, and staff throughout the division; reviewing and approving completed and current assignments; assisting with regulators, the public, and interactions with other departments.
- Participating in the interviewing, hiring, and evaluation of personnel for the department; directing PBMP process, performance evaluations, general assembly, supervisors' meetings, new employee orientation, and other personnel activities; overseeing the recruiting, retaining, and development of employees.
- Overseeing and administering health and safety efforts throughout the department; leading and directing the safety committee and Incident review board; developing and implementing safety programs and ensuring all protocols are effectively communicated and trained.
- Directing and approving purchasing and procurement for the department; approving requisitions, supervising the creation of bids, monitoring contract extensions, and processing all purchases through budget guidelines; overseeing expenses, revenue, and budget related to capital improvement projects.
- Assisting, supporting, and participating in the development and implementation of new or modified departmental policies; making changes to existing programs as needed.
- Attending and conducting meetings to communicate Public Works information; interacting with the Director and City Engineer and participating in various meetings on behalf of the Director; serves as Director in the Director's and City Engineer's absence.
- Providing technical advice, leadership, and direction for a variety of special projects.
- Performing other duties as assigned.



MINIMUM QUALIFICATIONS

EDUCATION

Bachelor's Degree in Business Administration, Public Administration, Civil Engineering, Environmental Engineering, Construction Management, or closely-related field.

EXPERIENCE

A minimum of eight (8) years of responsible experience relating to commercial and/or public works operations including stormwater, and/or street maintenance and at least four (4) years of experience in a supervisory or manager capacity. Possession of a valid Commercial Driver's License and experience in equipment operation, tree maintenance, and urban forestry is highly desirable. The Public Works Assistant Director will adhere to the highest degree of public administrative principles, practices, and procedures as applied to a large fiscal operation.

The selected candidate must have the ability to manage and effectively oversee a large and multi-faceted division, including building effective relationships within departmental teams, measuring and reporting on performance, supervising and organizing operation and maintenance activities, and providing direction and oversight to individuals and groups. Candidate must also possess the ability to conduct independent research studies and prepare professional reports, implement public works programs and projects, and understand and interpret complex policies, protocols, and procedures.

The Public Works Assistant Director will also have knowledge of the procedures, methods, materials, practices, and equipment used in construction and maintenance activities; public administrative principles, practices, and procedures as applied to a large fiscal operation; stormwater, streets and highway construction, and maintenance; engineering and construction methods and techniques as applied to the administration of public works projects; NPDES, DOT, and MOT; occupational health and safety; personnel management, evaluation, and scheduling; city and department policies and standard operating procedures; and budgeting, resource allocation, financial planning, and purchasing.

COMPENSATION

The target entry salary range for this position is \$114,841 - \$126,325 DOO. The city of Clearwater will provide the Public Works Assistant Director with a highly competitive benefits package.

HOW TO APPLY

Individuals interested in pursuing this career opportunity can apply online at MyClearwater.com/Jobs.

Candidates are encouraged to submit resumes and the names and telephone numbers of three (3) professional references and submit with the application.

The position is open until filled.

CLEARWATER HUMAN RESOURCES DEPARTMENT

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For more information, visit the city's website at MyClearwater.com.

Clearwater is an Affirmative Action/Equal Opportunity/ADA Employer.
Under Florida Law, all resumes are subject to disclosure.



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