



PUBLIC WORKS DIRECTOR POSITION AVAILABLE

Apply by March 24, 2023

The City of Port Orange

Port Orange is a city in Volusia County, Florida, and is part of the Deltona-Daytona Beach-Ormond Beach, Florida Metropolitan Statistical Area. The community of Port Orange was established in 1867 on the banks of the Halifax River. Now home to over 64,000 residents, Port Orange is a safe, clean, and attractive community. The City's residents, businesses, climate, parks and recreation, safe neighborhoods, and quality schools make this community a great place to live, work, and play.



The City is family-oriented and hosts many city-wide events. There are many parks and recreational facilities in Port Orange, offering its citizens multiple sports leagues, enrichment classes, educational opportunities, community parks and playgrounds, and a multitude of recreational experiences for area youths and adults. Port Orange also has various events and

fairs throughout the year, including the Spring Fair, Concerts in the Park, ArtFest, Annual Holiday Parade, Food truck events, and more.

Its central location puts it within a couple of miles of beautiful beaches, the Daytona International Speedway, and one hour from Metro Orlando with myriad entertainment venues from Walt Disney World, Universal Studios, and Sea World among others. It is centrally located to easily be able to

travel to St. Augustine or the Space Coast. Port Orange also boasts a highly regarded development approach, making an investment in Port Orange a secure investment.

The City of Port Orange operates under a Council-Manager form of government and has approximately 500 employees, represented by four unions. Port Orange is often ranked one of the safest cities in Florida. As a full-service city, Port Orange provides its own police, fire, emergency medical services, parks & recreation, public works, sewer and stormwater utilities, and community development.

The Public Works Department

The Public Works divisions consists of: Fleet, Solid Waste, Drainage, Roads, Facilities Maintenance, and Grounds with more than 60 employees. Public Works is the primary contributor to the City’s goal of Infrastructure. This goal “preserves and develops City infrastructure and assets through careful planning, construction, and maintenance of transportation, drainage, utilities and facilities to ensure the safety and viability of Port Orange for its residents, businesses, and visitors.”

From a fiduciary point of view, the City’s Adopted Budget for FY2023 is \$160 million and the Public Works department’s annual operating budget of \$18 million with a CIP budget of \$14 million. Our Utilities Department serves more than 28,000 utility customers, and the City’s Finance Department assists with acquiring annually federal, state, and local grants to assist with the infrastructure needs of the City.



The Position

The Public Works Director will have direct oversight and responsibility to the overall planning, budgeting, and direction for the department. This position reports directly to the City Manager and is responsible for coordinating with the CM office regarding citizen complaints & issues for quick resolution.

Opportunities and Challenges

The City is currently in a good financial position as we plan for the future of Port Orange. However, there are challenges that lie ahead which will require thoughtful preparation. These include providing competitive wages and an expected slowdown in revenue as we near build out.

The Ideal Candidate

The City is seeking an experienced professional with high ethical and organizational standards, as well as numerous communication skill areas. Candidates should possess a strong vision for leadership and decision making and be able to successfully direct the team.

The ideal candidate will communicate by leading through empowerment of staff to overcome challenges they might encounter, displaying highly ethical behavior principles, and valuing

diversity. The ability to communicate through working relationships with numerous internal and external stakeholders will also be required. The candidate must also be able to communicate a strategic plan in layman's terms. The ability to balance between appropriate levels of internal control and process efficiency is critical.

Qualifications, Education, and Experience

The successful candidate will be a competent decision maker who can strategically plan for and manage the Department's needs. The candidate will also have a proven record of problem solving and utilizing responsible fiscal management to effectively service the community.

The requirements for the successful candidate are:

- Bachelor's Degree in Civil Engineering, Public Administration, Business Administration, or related field
- Eight (8) years of experience in all phases of municipal Public Works

Certifications, Licenses, and Registrations:

- Valid Florida Driver's License
- A valid Florida Professional Engineer license is highly desirable but not required, or an equivalent transferable license from another state, which must be converted to Florida Registration.

Compensation & Benefits

The starting salary range begins at \$110,000 and is negotiable for highly qualified candidates. A generous benefit package which include a 401(a) Defined Contribution Retirement Plan with 100% vesting from hire date is included as part of the recruitment package. The City will contribute 13% of base compensation towards this plan with an employee mandatory contribution of 10%. In addition, the City pays 100% for the employee only coverage level of the base HMO health insurance plan. Employees may buy up to a no-deductible HMO or select the High Deductible Health Plan at no cost for employee coverage and the City will contribute over \$1,200 annually to a health savings account. Furthermore, the City pays 100% for the employee cost of dental insurance and provides life and AD&D insurance at a coverage level of 2x the employee's annual salary for each plan. The City offers a generous Personal Leave time off package and has 12 paid holidays per year. Candidates can access a full benefits summary www.port-orange.org/benefits

RESIDENCY

Residency within 15 miles of Port Orange may be required within 6 months from date of hire in accordance with City Ordinance Chapter 2 Article IV Sec. 2-186.



Application Method & Tentative Selection Process

To be considered for the Public Works Director position, interested individuals should complete an electronic application by visiting the City's website at www.port-orange.org and clicking on the Employment link. Applicants should attach a cover letter and resume and include at least 3 professional references. The position closes March 17, 2023.

Under the Florida Public Records Act, all applications are subject to disclosure, if they are requested.

Applicants will be screened throughout the job advertisement. Interviews with selected candidates are expected to be by March 27, 2023. A selection of the next Public Works Director is to be made on or about March 31, 2023 which is contingent upon successful completion of pre-employment security screenings. The anticipated start date of the selected candidate is to be no later than May 1, 2023.



The City of Port Orange is an Equal Opportunity Employer, a Drug Free Workplace, and extends preference to Veterans.

Questions should be directed to the Port Orange Human Resources Department at (386) 506-5560 or hadmin@port-orange.org. For additional information about the City of Port Orange, please visit www.port-orange.org.

Resources

Financial, Budget, Audit and other related documents can be found on the City's website for additional background information: <https://www.port-orange.org/>