

CITY OF TAMARAC, FL

**DIRECTOR OF PUBLIC SERVICES**



## About Tamarac

Tamarac is a vibrant and growing South Florida community situated in the heart of Broward County between the Florida Everglades and the Atlantic Ocean, just moments away from three world-ranked airports and seaports and easy access to three major highways. Tamarac is a multicultural, multi-generational thriving community, with an exceptional quality of life in a sunny, warm climate that is home to more than 66,000 residents and approximately 2,100 businesses.

Tamarac's residential population has grown by 19% in the last decade as part of South Florida's regional population surge. Originally a retirement community, Tamarac's demographics are quickly changing. As new families move in, the population is becoming younger and median incomes are rising.

## City Government

The City of Tamarac has a Commission-Manager form of government. The five-member City Commission includes four Commissioners, elected by their respective districts and a Mayor elected citywide. The Commission is responsible for setting policy, adopting the annual budget, formulating goals and objectives, and making decisions that affect the quality of life in the community. They appoint a City Manager who oversees the day-to-day operations of the City, while at the same time carrying out the Commission initiatives and directives. The Commission also appoints a City Attorney to represent Tamarac in legal matters.

## The Position

Reporting to the City Manager, the Director of Public Services plans, coordinates and directs multiple activities and programs of the Public Services Department (Public Works, Stormwater, and Utilities Divisions) and its diverse staff in order to ensure the proper operations and management of the City's new development, capital improvements program, streets and canals, engineering, fleet maintenance, grounds and beautification, custodial and facility maintenance, solid waste, public utilities and administration.

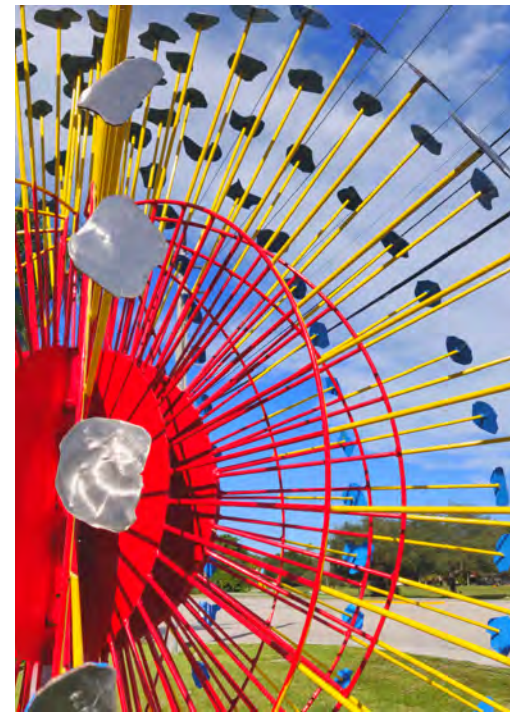
## Essential Functions and Responsibilities:

- Supervises the operation of the Public Services Department; directs and supervises duties of engineering, wastewater collection, water transmission and distribution, water production, water accountability, inspection, electrical telemetry maintenance and quality assurance to ensure compliance with priorities assessed by the City administration, management and field personnel.
- Develops and implements short- and long-range strategic plans; works to improve the effectiveness and efficiency of public works, stormwater, and utilities operations.

## Essential Functions and Responsibilities continued:

- Plans, designs and constructs improvements to the City's infrastructure to include roadways, drainage and utilities as required.
- Plans and directs the daily activities, through superintendents and division supervisors, involving facilities maintenance, grounds and parks maintenance, fleet services, roadway repair and improvements, stormwater management, water treatment and distribution, wastewater collection; as well as contracted services including, but not limited to, solid waste services.
- Develops and implements department standards, policies and operating procedures for the Public Services Department. Evaluates soundness and efficiency of operations through inspections and monitoring of staff, projects, and reports of activities, benchmarks, and other departmental performance indicators.
- Develops and implements department standards, policies and operating procedures for the Water Treatment Plant, water distribution and sewer collections systems; managing the water plant, water distribution and sewer collection system quality assurance and regulatory compliance programs in order to ensure the proper and safe provision of potable water wastewater collection to City residents.
- Prepares, reviews and administers Department operating and capital budgets; monitors expenditures and revenue generated from various sources.
- Administers and coordinates all Federal, State and local grants for improvements of roadways and sidewalks, beautification, fleet maintenance and drainage improvements.
- Meets with individual business leaders and community organizations to explain and promote services provided by the Public Services Department.
- Reports to the City Manager all matters of concern and/or problems that may require the attention of the City Manager or City Commission. Participates as a contributing member to the City's senior management team.
- Prepares and reviews agenda items for City Commission action, including ordinances and resolutions. Represents department at City Commission and other meetings.
- Receives, reviews, prepares and/or submits a variety of documents such as purchase requisitions, performance appraisals, accident reports, bid specifications, construction permits, stormwater and other utilities analyses, activity reports, budget documents, revenue analyses, technical reports, agendas, correspondence, etc.
- Interacts and communicates with various groups and individuals such as City Manager, Public Services personnel, City department heads and employees, City Mayor, members of the City Commission, regulatory agencies, consultants, contractors, City Attorney, community groups and the public.





## The Ideal Candidate

The ideal candidate will be a seasoned professional with experience in public utilities, solid waste, capital improvement programs, engineering, streets, fleet, grounds, and facility maintenance. The successful candidate should be able to utilize technology and possess financial knowledge to include fiscal planning, budget management and capital improvement projects.

The ideal candidate must possess excellent customer service skills and a strong ability to collaborate and maintain stakeholder relationships with the Commission, City Management, other departments, contactors, developers, representatives of other agencies, and the general public. This person should set a positive example of competence, professionalism, energy and work ethic to the organization.

The ideal candidate will possess superior management skills and have the ability to make strategic decisions pertaining to staff and procedures within the department. This person should have a proven track record of leadership and employee involvement with the ability to delegate authority and responsibility. Effective communication along with strong collaboration and team building skills will be essential. The ideal candidate must have the capacity and interest to be an effective mentor for staff.

This individual must be able to adhere to the highest ethical and moral standards and be able to display transparency.

## Education and Experience

Qualified applicants will have a Bachelor's degree in civil engineering, public administration, business administration, or a closely related field, and six (6) years of progressively responsible management experience in public works and utilities administration is required; a Master's degree is preferred.

A PE certification and knowledge of engineering standards are desirable. An equivalent combination of training and experience that provides the required knowledge, skills and abilities will be considered.

# HOW TO APPLY

Interested applicants should forward a cover letter and resume to:

**resumes@affionpublic.com**

**Reference: TAMDPS22**

Affion Public

PO Box 794

Hershey, PA 17033

888.321.4922

[www.affionpublic.com](http://www.affionpublic.com)



*The City of Tamarac is an Equal Employment Opportunity Employer.*

*\*\*Note: Under Florida Law, resumes are public documents and will be provided to the media or requesting party upon request*