



# NORTH LAUDERDALE

Is seeking qualified applicants for the position of  
**PUBLIC WORKS/UTILITIES DIRECTOR**  
Grade 125 (Salary Range \$128,449.78 - \$192,331.22)

<b>OPEN AND COMPETITIVE</b>
Opening Date <u>03/03/2026</u>
Closing Date <u>Open Until Filled</u>
1 <sup>st</sup> Review Date _____

The employee in this class is responsible for planning, administering, maintaining, and meeting the needs of the City's Public Works/Utilities Department involving such activities as City infrastructure, facilities, streets, curbing, culverts, vehicle maintenance, building maintenance, utility plant operations, and canal maintenance. Major emphasis of this work is upon the organizing, coordinating, controlling, reporting and supervising these operations to maintain high standards of community service, efficiency and effectiveness in the use of personnel and equipment. Responsible for conducting investigations and analyzing procedures connected with operations of the Public Works/Utilities Department. Establishes and implements departmental policies and operational procedures. The Public Works/Utilities Director reports directly to the City Manager or designee. The employee exercises considerable independent judgment subject to administrative direction and review.

## ESSENTIAL JOB FUNCTIONS

- Manages, directs, and coordinates operations of the department with an emphasis on City life/safety issues, community service needs, appearance and use of public property, thoroughfares, canals and rights-of-way.
- Develops yearly and long-term goals and objectives of the department.
- Develops programs that enhance, encourage, monitor and direct employee performance and morale in relation to job duties, work environment, and public services that are maintained and delivered by the department.
- Prepares and submits budget proposals.
- Prepares, coordinates, presents, and recommends budget capital programs.
- Provides cost estimates and budgetary considerations.
- Prepares and presents all Agenda items relating to department functions and responsibilities in a thorough, accurate and timely fashion.
- Preparation of written documents including, but not limited to: resolutions and agenda items for Commission action, cost analysis and financial impact studies, and project reports.
- Develops, implements, monitors and reports on policies and procedures for effective and efficient operations within the department.
- Develops and distributes monthly / quarterly / annual reports to management allowing the City to monitor and evaluate activities and programs of the department (fleet, buildings, water plant, sewer activities, streets, stormwater, canals, etc).
- Researches and develops recommendations for improved procedures / operations.
- Develops, trains, monitors and maintains sound public relations between staff members and the community.
- Monitors, enhances and corrects safety matters in the City's public buildings and rights-of-way.
- Administers bid packages and contract documents, front end contracts, specifications, special conditions, and drawings related to water and sewer projects.
- Evaluates and/or recommends engineering consultants for projects; prepares, coordinates, expedites, and recommends contract documents.
- Prepares, studies, and provides in-depth input and recommendations on consultants for engineering services and for future projects.
- Manages various construction and engineering projects simultaneously; monitors, coordinates, inspects, provides permit assistance, evaluates, expedites, recommends and/or authorizes change orders, expedites and/or approves payments, reviews and expedites shop drawings, plans, and technical specifications, and investigates complaints, and provides or recommends solutions to issues.
- Manages engineering consultants engaged in planning, design, and construction.
- Corresponds and interacts with other departments, and with local, county, state, and other government organizations
- Directs the planning of staff, supervisory and management training programs for departmental staff in collaboration with the City Manager.
- Advises the City Manager regarding departmental concerns and activities.
- Conducts inspections and examinations of department personnel, equipment, buildings, facilities, and operations and provides written reports of these inspections to the City Manager.
- Analyzes and measures the effectiveness of assigned individuals, units, and programs and provides written reports of service delivery, effectiveness and efficiency to the City Manager.
- Responsible for supervision of staff.
- Ensures regulatory compliance.
- Provides project updates to the City Manager.
- Responds to call-in service upon request.
- Reviews water, sewer and re-use infrastructure plans for accuracy.
- Reviews reports submitted by subordinates for completeness and accuracy.

## ADDITIONAL JOB FUNCTIONS

- Assists in reviewing and modifying plans, site plans and final engineering plans in AutoCad.
- Investigates and answers complaints, and advises City Manager or takes corrective action.
- Prepares maps, drawings, and charts from various software programs.
- Attends training courses and seminars.
- Performs related duties as required.

## KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Principles, methods, materials, equipment, and practices of public works/utilities activities included within the scope of the work.
- Principles and practices of organization, management and personnel, and financial administration in the operation of a major municipal department.
- Engineering principles and practices for water, sewer, and drainage systems.
- Installation of water, sewer, drainage, piping and street paving.
- Water treatment plant operation principles.
- Utility plant operations and field maintenance requirements.
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- Effective supervisory techniques and ability to plan, assign, and supervise the work of others in a manner conducive to full performance and high morale.
- Work hazards and the proper methods of safeguarding employees, the public, and property.

### Ability to:

- Read, understand, and work from detailed blueprints.
- Evaluate supervisory performance, and to develop effective and practical in-service training programs.
- Develop long-term plans and programs, and to help make sound decisions on matters of operating policy and administrative problems.
- Meet and deal tactfully with the general public
- Understand and follow oral and written instructions; express ideas accurately, clearly and effectively.
- Write legibly, keep records, prepare and submit reports.
- Keep accurate records.
- Work closely with staff from all departments; establish and maintain effective working relationships with other employees, agencies, the public and elected officials.
- Work after hours including nights, weekends and holidays in the event of emergencies occurring at the City's utility plants and underground systems, and be capable of responding to such emergencies on a 24-hour basis.

**AN EQUAL OPPORTUNITY EMPLOYER**

**DRUG FREE WORK PLACE**

## EMPLOYMENT INFORMATION

*(This information does not replace, add to, or change any Personnel Rules, or otherwise written instructions or regulations.)*

- Guide the City's Public Works / Utility staff and department operations toward attaining individual training certifications that will contribute toward the Director's attainment of Departmental certification of the City's Public Works operation by a recognized governmental public works professional association.

### DESIRABLE EXPERIENCE AND TRAINING

- Graduation from a four year college or university preferably with a degree in Civil Engineering or environmental engineering supplemented by ten (10) years of experience in civil engineering work/consulting or equivalent combination of training and experience.
- Considerable administrative experience in municipal governmental work preferably in Public Works/Utilities.
- At least five (5) years supervisory experience.
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook).
- Experienced in the use of AutoCad software.
- Valid Florida Driver's License required.

### PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

### ENVIRONMENTAL REQUIREMENTS

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

### Disclaimer

The above information on this description is intended to indicate the general nature and level of work performed by employees within this classification. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this classification.

**Oral Interviews** – Date and time to be determined (by invitation only)

**Submit application:** Online: <https://selfservice.nlauderdale.org/MSS/employmentopportunities/> or  
City of North Lauderdale - Human Resources Department  
701 S.W. 71<sup>st</sup> Ave., North Lauderdale, FL 33068  
Fax: (954) 724-6975 | E-Mail: [cmerchant@nlauderdale.org](mailto:cmerchant@nlauderdale.org) | Website: [www.nlauderdale.org](http://www.nlauderdale.org)

**In-House applicants** interested in applying for this position, must submit a memo and resume or updated application of employment to the Human Resources Department through your Department Head. The memo must provide a written explanation of eligibility and how you meet the minimum job requirements. You must indicate that you have read the job posting and meet the requirements for the position you are applying for. You must submit these documents to your Department Head directly. Human Resources will return incomplete documents.

### AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER:

All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, physical or mental disability, political affiliation, race, religious creed, sex or other non-merit factors (except as limited by Law, City Civil Service Rules, or bonafide occupational qualifications).

### APPLICATIONS:

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Applications not completed in full may be disqualified. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position. Verification of education, if required under this announcement, must be submitted prior to consideration for appointment. Social Security Card must be presented at time of appointment.

Applications and information may be obtained by contacting: North Lauderdale Human Resources Department, City Hall, 701 SW 71st Avenue, North Lauderdale, Florida 33068 (954-724-7068).

### CHANGE OF ADDRESS:

Applicants are responsible for notifying the Human Resources Department of any change of address and/or telephone number.

### EMPLOYMENT STANDARDS:

Experience means full-time paid experience unless the announcement states volunteer experience is acceptable. (Part-time paid experience may be accumulated to meet the total experience requirements). When an examination includes a rating for training and experience only training and experience information submitted prior to the closing date will be considered.

### EXAMINATION RESULTS:

Scores and standings on eligible lists will not be given upon request.

### HIRING PROCEDURES AND SELECTION:

Employment lists are established by ranking candidates according to their overall scores in the examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will make a selection from among the top three ranks on the employment list. A candidate who is not selected will remain on the employment list for one year and will be certified to other similar Vacancies as they occur.

### PRE-EMPLOYMENT DRUG SCREENING:

Each applicant shall execute a consent form. Each person selected to fill a position shall undergo drug screening prior to appointment. An offer of employment is not binding until a candidate has passed this examination and other pre-employment background and reference checks.

### PROBATIONARY PERIOD:

The probationary period is the final phase of the examination process. Each original open-competitive appointment to a permanent position shall be subject to a probationary period of one year. Each promotional appointment shall be subject to a six month probationary period.

### RESIDENCE REQUIREMENT:

Applicants are not required to reside in North Lauderdale in order to be eligible to compete in an entrance examination.

### TRAVEL AND RELATED EXPENSES:

The City of North Lauderdale does not reimburse applicants for any travel or related expenses incurred in connection with applying and competing for employment.

### VETERAN'S PREFERENCE:

A veteran who enters an open-competitive examination shall be eligible to receive preferential credit added to the total passing score earned in the examination as provided for in the Personnel Rules. To obtain veteran's preference candidates MUST submit a copy of

## **EMPLOYMENT INFORMATION**

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separation papers (FORM DD-214) at the time the application is filed.

### **EMPLOYEE BENEFITS**

The following explanation of benefits applies to employees in permanent full-time positions. Some benefits differ, depending on the employee unit.

#### **VACATION:**

Employees earn 12 days of vacation leave a year for the first five (5) years of continuous employment. Employees accrual rate changes based on years service over five (5) years.

#### **SICK LEAVE:**

96 hours of sick leave are earned each year. Accrued sick leave may be used as needed for personal illness.

#### **HOLIDAYS:**

The City of North Lauderdale observes 12 regular holidays a year and such other days as the City Council may designate. When a holiday falls on Saturday or Sunday, the preceding Friday or the following Monday may be declared a holiday for city employees.

#### **WORKING CONDITIONS:**

The basic work week is five days, 40 hours for most Divisions.

#### **HEALTH PLANS:**

Medical insurance, hospital coverage is available to all full time employees and their dependents. The City provides life insurance to all employees.

#### **ADDITIONAL BENEFITS:**

The City program includes retirement, survivor benefits and disability benefits to employees in selected job classifications.

#### **SALARY:**

The salary range for each position is listed on the examination announcement.

#### **CREDIT UNION:**

Credit Union membership is available to employees providing the following services: Loans, systematic savings, dividends, financial counseling, car loans, notary service, and more.