

The City of West Palm Beach is seeking
a seasoned, detail oriented professional
to serve as the next.....

**ASSISTANT DIRECTOR OF PUBLIC
UTILITIES (OPERATIONS)**



**Department of Public Utilities
City of West Palm Beach, Florida**





THE COMMUNITY

The City of West Palm Beach is a diverse community situated on the East coast of South Florida and is the County seat of Palm Beach County.

The City of West Palm Beach (pop. 107,000) with its sunny palm-lined streets, scenic waterfront views, quaint shopping districts, historic neighborhoods, and year-round outdoor festivals — is a slice of paradise whose hallmarks are elegance and luxurious comfort.

The Downtown Retail and Entertainment District is a vibrant area. When the sun sets, one can enjoy fine dining by candlelight at one of the many lovely area restaurants.

Every Thursday evening the area comes alive with the award-winning “Clematis by Night” where visitors and locals mingle among arts and crafts vendors while enjoying live entertainment. West Palm Beach is definitely one of the more popular nighttime hotspots.

For theater and performing arts, the Raymond F. Kravis Center for the Performing Arts is the premier location in West Palm Beach to spend an evening. The Norton Museum of Art houses a world-renowned collection of European, American, Chinese and contemporary art, along with rotating exhibitions.

West Palm Beach also offers family fun, with the Palm Beach Zoo at Dreher Park,

the South Florida Science Museum or nearby world-class beaches and fishing. SunFest, Florida's largest waterfront music and art festival, takes place in West Palm Beach each May.

Whether you come for the shining sun or the shining storefronts, the subdued elegance of West Palm Beach is sure to captivate you.

West Palm Beach has transformed itself from a sleepy bedroom town into a burgeoning city—thanks to a thriving downtown that is growing by the day. New civic, cultural and residential projects are popping up all over downtown, spawning millions of dollars more in current and pledged investments. In the past decade, \$1.4 billion has been invested in the City's Downtown Intracoastal Waterway front, which is anchored by two bustling entertainment-retail-residential cores.

With over \$360 million to be spent on the district in the next five years and a new “Downtown Always Original” branding campaign that accentuates the different facets of the good life abounding in the area, downtown West Palm Beach is positioning itself for an explosion of private and public projects, with the much anticipated City Center — a governmental center and cultural hub that will bridge the waterfront with downtown at the helm of the renaissance.

Following many multimillion-dollar enhancements to downtown's five-block-long, four-block-wide waterfront Clematis Street District, the area now boasts new streetscapes, crime-prevention programs,

a plethora of new public events, and Centennial Fountain — a daily gathering spot for families and children.

With 250,000 square feet of retailers, dozens of restaurants and a busy nightlife, the Clematis Street area has, year after year, witnessed significant additions—from the \$3-million waterfront Meyer Amphitheatre to the renovated Cuillo Centre for the Arts. More recently, some 200,000 square feet of Class A office space was added—in two stunning mixed-use waterfront buildings with retail, dining and residential components, too—and more is on the way.

Through an alliance of public and private investments and with the help of an active community contributing to the planning process, City Center is on its way to becoming a dynamic addition to the waterfront and downtown. Along with an amenity-rich waterfront park and boardwalk, City Center is slated to open in early 2009 in the 400 block of Clematis and will include a new 130,000 square-foot City Hall, new library triple the size of the current one and the Palm Beach Photographic Centre and Museum, relocating from Delray Beach.

Just southwest of the Clematis area, City Place, the \$550-million, 72-acre entertainment-retail-residential project—its Northern Italian-inspired architecture unfolding 600,000 square feet of specialty retail, 20 destination restaurants, a 20-screen movie theater, 600 residences, a historic cultural center and the 350-seat Florida Stage theater, which is scheduled to break ground this year—has triggered much activity and investment around it.



THE CITY GOVERNMENT

West Palm Beach operates under the strong mayor form of government. This system combines the strong political leadership of a mayor, who is responsible for running the affairs of the City, with an elected City council.

The City Administrator provides leadership and administrative support to the Mayor in the administration and execution of policies and objectives formulated by the Mayor; develops and recommends solutions to community problems for consideration by the Mayor and City Commission; and plans, develops, and monitors programs to meet current and future physical, social, and cultural needs of the citizens of West Palm Beach.

The City has 1,700 employees and a total budget in excess of \$350 million.

THE DEPARTMENT

The Department of Public Utilities is comprised of the following divisions:

- Water and Waste water systems
- Water distribution
- Sanitary collection
- Water resources and pumping operations
- Laboratory Services

The Department of Public Utilities includes a staff of 239 employees, annual operating

budget of \$60,150,000 and an average annual capital budget of \$6,500,000. A new initiative is underway for over \$110,000,000 in improvements to the Utility system with primary focus on water treatment improvements and long range planning for drought management.

Their mission is to develop long range strategic plans to meet future infrastructure and utility service needs for community growth, development, and expansion; enhance public awareness of environmental surroundings; provide responsive, courteous and quality services in order to achieve customer satisfaction; and improve the quality of life for the citizens of West Palm Beach.

THE POSITION

Reporting to Director of Public Utilities, the incumbent oversees and directs the daily operations and administration of the operations divisions including: water treatment plant, field water distribution and collection, laboratory services and industrial pre-treatment, water resources and water supply, and wastewater pumping.

Assists in annual and long term budget preparation for operating, capital improvements, and capital equipment; reviews and authorizes proposals and budgetary decisions, including expenditure for the operations divisions.

Across from CityPlace's southern border, the 330,000-square-foot Palm Beach County Convention Center is the site of numerous prestigious events—from boat shows to the multimillion-dollar International Fine Art Exposition. Currently on the horizon is an adjacent 400-room convention center hotel.

Stimulating the remarkable growth of downtown is the area's wide scope of cultural offerings. For years downtown West Palm Beach has drawn visitors and newcomers to its culture-driven locale, which made international news as early as 1992, when the \$55-plus-million state-of-the-art Raymond F. Kravis Center for the Performing Arts, across the street from CityPlace, opened debt-free.

From the Kravis Center to the South Florida Science Museum to the Palm Beach Zoo to the Norton Museum of Art, now the largest art museum in Florida, culture organizations' capital campaigns have reaped tens of millions. Among the newest offerings is Palm Beach County's first major history museum, which is located in the newly renovated 1916 County's Courthouse.

MISSION STATEMENT

**TO ENHANCE AND PROTECT THE
QUALITY OF LIFE BY PROVIDING
EFFICIENT AND EFFECTIVE
CUSTOMER-FOCUSED SERVICES**



The Assistant Director performs construction project management administration for utility projects, develops specifications, issues work authorizations, ensures timely deliverables, and approves invoices for payment. Is responsible for the contract administration of commodities, materials, equipment, and services to ensure contract compliance with specifications, funding, timely renewal, and payment of deliverables.

The incumbent is responsible for monitoring field work of operational crews, including repairs, replacements, installation of pump stations, lift stations, water and sewer lines, valves and hydrants.

THE IDEAL CANDIDATE

The next Assistant Director of Public Utilities will be an energetic and detailed-oriented professional responsible for overseeing and administering the daily operations the Utilities Operations Divisions. The ideal candidate will be a highly-skilled leader and manager with the ability to recommend and implement change.

The candidate must be capable of creating a work environment conducive to motivating employees and have the ability to attract, unite and retain team members.

The new Assistant Director will possess strong technical skills, combined with excellent supervisory and administrative skills.

A strong service ethic, desire for a long term relationship with the City and a highly professional approach to problem solving will be found in the successful candidate.

EDUCATION AND EXPERIENCE

The position requires a Bachelor's Degree from an accredited college or university with a major in Engineering, Public Administration, Construction Management or related field. Seven (7) years progressively responsible working experience in engineering, water, wastewater and/or public utilities, including three (3) years supervisory/managerial experience.

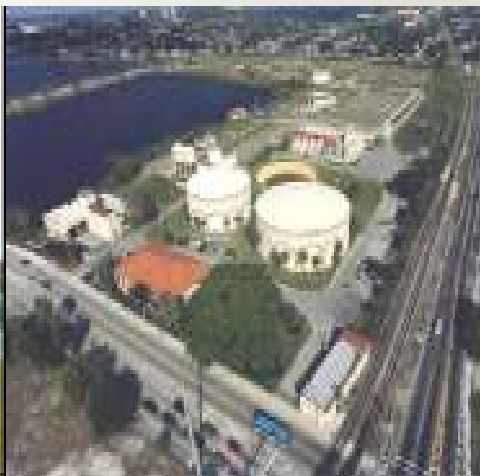
Professional Engineering Certification (PE) and three (3) years experience as Professional Engineer, preferred.

A State of Florida valid driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated knowledge of the principles, practices, machines, equipment, materials and operating and maintenance procedures for utilities systems.
- Knowledge of federal, state, and local laws, ordinances, statutes, regulations, rules, policies and procedures related to public utilities operations and maintenance.
- Demonstrated management skills and practice techniques related to the operations in public utilities.

- Demonstrated skills in supervising others, communicating effectively with members of the general public, elected officials, and other government agencies.
- Ability to prepare and submit technical operating reports.
- Knowledge of asset management and life cycle cost analysis.
- A proven record managing budgets and developing high performance work teams.
- General knowledge of hydraulic models.
- Knowledge of environmental management systems and GIS and GPS systems.
- Knowledge of benchmarking and best business practices for utilities management.
- Demonstrated skill in utilizing a high level of verbal and written communication for presentations, training, negotiations and guidance for a wide variety of audiences.



COMPENSATION & BENEFITS

Depending on qualifications, the hiring salary for this position can be within the range of \$79,310–\$119,199. The City of West Palm Beach’s benefit package includes:

- Management Benefits Category II: \$2,340 annual incentive allowance, 4 management leave days and \$50,000 additional life insurance policy.
- Health, Dental and Vision Insurance
- Deferred Compensation Plan 401(a) and 457 Plan.
- Life Insurance (equal to one times annual salary)
- Paid holidays (11)
- Vacation/Annual Leave
- Sick leave (12 days annually)
- Flexible spending accounts
- And more



Explore the many opportunities available for those who work, live or play in the paradise we call City of West Palm Beach.

HOW TO APPLY

**Apply on-line using the City of West Palm Beach
Employment site at www.wpb.org**

Applicants must complete a City of West Palm Beach on-line application. Please include cover letter, resume, and salary history as part of your application.

For more information contact:

Sylvia C. Gregory, Compensation and Employment Manager

Department of Human Resources

1000 45th Street, Unit 12

West Palm Beach, FL 33407

Direct line: 561-494-1021

Fax: 561-494-1035

Email: sgregory@wpb.org

Applicants should be aware that applications in Florida become a matter of public record.

To learn more about the City of West Palm Beach visit our website at www.wpb.org.

City of West Palm Beach is an Equal Opportunity Employer