

THE CITY OF
HOLLYWOOD, FLORIDA



INVITES YOUR INTEREST IN THE POSITION OF

**ASSISTANT DIRECTOR
PUBLIC UTILITIES / ENGINEERING**



HOLLYWOOD, FLORIDA — AN OUTSTANDING OPPORTUNITY



THE COMMUNITY

Rich in history and poised for the future, the City of Hollywood is located within minutes of the second busiest cruise port in the world and adjacent to Fort Lauderdale Hollywood International Airport. It is strategically located between Fort Lauderdale and Miami insuring convenience and access while offering a corporate and residential lifestyle all its own. The City is home to approximately 150,000 residents and has a total area of 31 square miles and is the twelfth largest city in Florida.

Joseph W. Young founded the city in 1925. Young had a vision of having lakes, golf courses, a luxury beach hotel, country clubs, and a main street, Hollywood Boulevard; Hollywood is a planned city. On Hollywood Boulevard is the Mediterranean-style Joseph Young Mansion, built around 1921, making it one of the oldest houses in Hollywood.

Hollywood is filled with parks, several golf courses, and sandy beaches that run for more than five miles. The famous Hollywood Beach is known for its great boardwalk that extends approximately 2.5 miles along the Atlantic Ocean. Countless restaurants and hotels line the boardwalk along with a theatre, children's playground, and many other attractions including bicycle rental shops, ice cream parlors, souvenir shops, and a farmer's market. Many of the restaurants offer outdoor seating for patrons to enjoy the seabreeze and scenery. The boardwalk is vibrant and lively and is a scenic place for walking and jogging; there are also bike lanes for bicyclists and rollerblades. In the evenings, many restaurants and the bandshell off Johnson Street showcase musicians and spontaneous dancing may occur on the boardwalk.

Young Circle is another exciting area surrounded by dozens of shops, restaurants, and bars.

Hollywood is made up of 32 public and charter schools with 13 private schools. The public schools are operated by the Broward County Public Schools.

Learn more about the City of Hollywood by visiting:

www.hollywoodfl.org

THE MUNICIPAL GOVERNMENT

The City Charter prescribes that Hollywood operate under the Commission/Manager form of government. Policy-making and legislative authority are vested in the City Commission, which consists of a Mayor and six Commissioners. The Mayor is elected at-large, and the Commissioners are elected by district on a non-partisan basis to four-year concurrent terms.

The Commission is responsible for, among other things, passing ordinances, adopting the budget, approving labor contracts and expenditures, appointing committees, and hiring the City Manager and City Attorney. The City Manager is the final appointing authority for all other City employees and is responsible for exercising control over all Departments and Offices. The total Budget for Fiscal year 2020 is \$567,542,781 and there are 1,305 full-time City employees including Police, Fire, Public Works, and a regional Public Utility.

THE ASSISTANT DIRECTOR, PUBLIC UTILITIES / ENGINEERING ROLE

The Assistant Director, Public Utilities / Engineering is under the general direction of the Director of Public Utilities and plans organizes and directs all activities for the Engineering & Construction Services Division.

Responsible for the planning and implementation of the Utilities Department Capital Improvement Program. The incumbent manages the Engineering & Construction Services Division, which provides engineering, project management and administration for the Water, Storm water, and Wastewater divisions.

The work is characterized by a high degree of judgement, discretion, and initiative. The Assistant Director, Public Utilities / Engineering will have the ability to serve as the Department Director in the absence of the Public Utilities Director.

The Budget for the Department and Fiscal year 2020 is approximately \$98,863,724 and there are 204 budgeted positions in the Department. The Engineering Division's budget is \$4,281,755 and there are 19 budgeted positions of which 16 are currently filled. The current Capital Improvements Program is \$140 million.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Provides engineering and project management to the Water, Storm water, and Wastewater divisions
- Prepares capital improvement project budgets
- Prepares cost estimates for complex projects



- Ensures compliance with regulatory agencies including but not limited to the Environmental Protection Agency, Florida Department of Environmental Protection, and Broward County Environmental and Growth Management Department
- Provides operational and administrative assistance to the Director
- Prepares operational budget and reviews capital improvement operating budget.
- Handles grievances and discipline, reviews employee performance evaluations
- Interviews and makes recommendations regarding hiring of senior management and approves salary increases and promotions.
- Reviews reports and makes recommendations
- Evaluates engineering solutions, and ensures coordination with overall policy
- Works with the Director and senior management to develop policies and procedures and determines direction to be taken as related to timing and processes for capital projects, organizational changes, and system priorities.
- Procures consultant and construction services; prepares Requests for Proposal and/or Qualifications and other procurement documents as needed.
- Responds to complaints from citizens related to department projects.
- Attends and represents the department at commission meetings and other department meetings.
- Effectively and positively represents the City in delivering and performing work with colleagues and clients, irrespective of gender, race, religion, age, disability, political affiliation or belief, or sexual orientation.
- Establish and maintain effective and professional relationships with work colleagues, supervisors, and managers.

THE IDEAL CANDIDATE'S KNOWLEDGE, SKILLS AND ABILITIES

City of Hollywood is seeking a proactive, dynamic, seasoned professional to lead the Engineering and Construction Services Division (ECSD) of the Public Utilities Department.

The ideal candidate:

- Is a leader who can motivate, lead, and mentor Division staff
- Is a problem solver, collaborator, and has strong communication skills
- Is approachable and friendly, progressive and innovative
- Has a track record of ensuring project schedules, cost and overall quality performance objectives are met across a diverse range of capital improvement projects
- Has a strong background in the delivery of capital improvements program and experience in alternate project delivery methods
- Is project goal focused and can manage a large capital improvements program to ensure timely/efficient/cost effective projects
- Has proven experience in the design and construction of water, wastewater and storm water systems
- Has excellent experience in interpreting terms and conditions of contracts
- Anticipate problems related to program delivery so they can be remedied before they become significant issues
- Accepts challenges and looks for opportunities for improvements and efficiencies

EDUCATION/EXPERIENCE:

The successful candidate will have a minimum:

- Bachelor's Degree from an accredited college or university in civil, mechanical, or sanitary/environmental engineering
- Minimum of ten (10) years of progressively responsible professional experience in the construction of water and wastewater facilities.
- Registration as a Professional Engineer (Civil or Environmental) in the State of Florida.
- MBA or Masters Degree in Civil Engineering is preferred.
- Experience in utilities management or comparable experience in construction management.

Additional education and experience or an equivalent combination of training and experience may be substituted for the above requirements





CERTIFICATES, LICENSES, REGISTRATIONS

- Registration as a Professional Engineer (Civil or Environmental) in the State of Florida.
- Valid Driver's License: With proof of automobile insurance
- Background Check: Must have an acceptable background record
- Driving Abstract: Must have an acceptable driving record

COMPENSATION AND BENEFITS

Depending on qualifications and experience, the expected starting salary for the successful candidate will be between \$ 89,950 to \$ 125,000 annually, depending on qualifications.

Employee benefits are competitive and include:

- Medical coverage and dependent coverage.
- Dental plans.
- Vision plans.
- Life Insurance
- Retirement Plan with 7 years vesting.
- Annual Vacation Days (200 hours); on the 4/10 schedule it is 20 days (5 weeks).
- Paid Holidays (13).
- Sick Days (96 hours)
- Personal Days (40 hours).
- Cell phone Stipend
- And More.

HOW TO APPLY

For additional information on this outstanding opportunity, please contact Dona Higginbotham, Senior Vice President, The Mercer Group, Inc. at, DHHiggin@att.net

Position will remain OPEN UNTIL FILLED

Interested and qualified candidates should send a letter of interest and resume to:

**Dona Higginbotham
Senior Vice President
The Mercer Group, Inc.
Email: DHHiggin@att.net**



Resumes are subject to the provisions of Florida Public Records Statutes

The City of Hollywood is an Equal Opportunity Employer. The City does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.

