

Mercer Group Florida
and the
Town of Orange Park
invite your interest in the
Public Works Director



INTRODUCTION

The Town of Orange Park is seeking qualified candidates to lead our Public Works Department! Orange Park is adjacent to Jacksonville, Florida and is known for its small-town feel and excellent service levels. Don't be deceived by our size though; we've got big things happening.

Orange Park is located in the northeast corner of Clay County. It shares a border with the City of Jacksonville, in Duval County. The Town is only 3.5 square miles in area and has a population just under 9,000 year-round residents.

The placement of Orange Park creates unique opportunities. The northern boundary with Jacksonville is defined by Interstate 295, with one interchange. The eastern and southern borders are defined by two major water bodies – the St. Johns River and Doctors Lake. The western boundary with unincorporated Clay County features built-out residential and commercial areas. The Town's borders are hemmed in and not expected to expand. While outward expansion is limited, over 80,000 vehicles pass through the Town everyday along US 17, creating

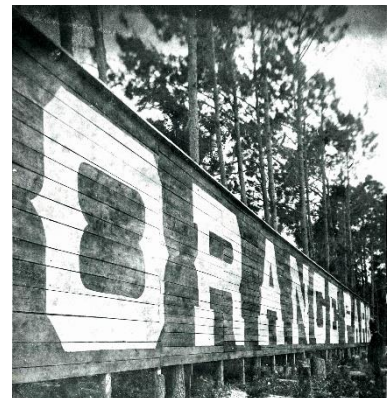
redevelopment opportunities that the Town is now focused on.

The Town is a full-service municipality with six departments – police, fire, public works, finance, economic & community development, and administration. The Town operates under a council-manager form of government. The five elected officials appoint the town manager, who serves as the operational head of the agency. The Town employs 100 people in full-time positions and about a dozen in part-time positions. The Town's budget for all funds is \$18.6 million in FY 19-20.

The Town Council strategic priorities for FY 19-20 are: public safety staffing and equipment needs; improving stormwater infrastructure, creating a 20-year community vision, and focus on economic development. The Council is fiscally conservative. The Town carries no debt and maintains strong reserves.

HISTORY

The Town was founded in 1879, although activity here came



well before. Early plantations owned by Pengree, Kingsley, and McIntosh families pre-dated the Civil War era. The Town was officially platted and incorporated when a northern investment firm, the Florida Winter Home and Improvement Association, purchased the land in 1877. They planted orange groves and advertised the mild climate and healing springs to attract southward development.

The Town remained quite small, with less than 1,000 residents until the early 1900's. Two major area developments caused growth spurts in the Town. Naval Air Station Jacksonville is nearby on US 17. This base grew rapidly during and after WWII. The base now employs 23,000 civilian and active duty personnel. Many Navy personnel make Orange Park their home during retirement. The second development was the completion of the Buckman Bridge connecting Orange Park to Jacksonville across the St. Johns River. This spurred rapid development of Clay County in the early 1970's.

Additional information about the Town can be found at:

www.townoforange.com

ABOUT THE DEPARTMENT

The Public Works Department is the Town's second largest department, with a staff of 33 and is responsible for approximately \$11.4 million worth of the Town's \$18.6 million budget, spread across five funds.

Public Works Budget (in millions)	
General Fund	\$2.5
Water & Sewer Fund	\$5.4
Stormwater Fund	\$1.1
Sales Tax Fund	\$1.6
Gas Tax Fund	\$0.8
Total	\$11.4

The Water & Sewer Utility is responsible for the daily operation of one Advanced Wastewater Treatment Plant and two drinking water plants with four wells. The Town has 46 miles of water mains and 38 miles of sewer mains; 600 manholes and 25 lift stations add to the infrastructure. The



Water & Sewer Utility is in good operational condition, is debt free, capital projects are addressed on a regular basis, and the staffing levels are stable. Approximately 3,000 customer accounts are service; roughly 2,500 residential accounts and 500 commercial accounts.

The Town created its first Stormwater Utility in 2018 and the billing revenues for that began in January 2019. Stormwater continues to be a major dialogue for the Town. This division is responsible for 129,000 linear feet of stormwater pipe, 1,165 stormwater structures, and 7 miles of waterways. The Town operates a streetsweeper as part of the stormwater program.



The Streets Division is responsible for 90 lane miles of roadway, 125,000 linear feet of sidewalk and over 1,300 signs.

The Parks & Facilities Division oversees care and maintenance of 161 acres of land including five parks, one cemetery, 16 buildings, and 40 other minor structures. They also provide support to the Town's Events & Recreation Division for our very active special event programming.



The Equipment Maintenance Division is responsible for servicing over 140 vehicles and pieces of equipment for all departments of the Town.



The Department is unionized through LIUNA. Experience working with employees through a Collective Bargaining Agreement is preferred, but not mandatory.

Public Works Employees	
Administration	4
Equipment Maintenance	2
Streets	5
Parks & Facilities	7
Water & Sewer Utility	12
Stormwater Utility	3
Total	33

The Town relies heavily on contracted services to complete required tasks. Contract administration and oversight will be a key function of this position, including:

- Solid waste, recycling, and yard waste
- Engineering services
- Resurfacing

- Roadway construction
- HVAC, plumbing, and electrical services
- Landscape maintenance of state highway medians
- Traffic signal maintenance
- Building construction



IDEAL CANDIDATE

The selected individual must bring a desire to build individuals up, promote leadership opportunities, and provide positive leadership.

The Town's Core Values are integrity, accountability, transparency, ethics, and economic stewardship. Individuals not willing to embrace these values should not apply.

The ideal candidate must balance many important skills including:

- Long term planning and daily task management
- Capital budget forecasting and routine purchase orders
- Complex engineering concepts and managing a blue-collar workforce
- Public council presentations and construction site directives
- Natural disaster emergency response and long-term landscaping management
- Build relationships with state agencies and individual residents

The successful candidate must have a minimum of a

- Bachelor's degree from an accredited college or university in civil engineering, construction management or other similar related field.
- Eight years of administrative experience with four years of senior management experience.
- Additional qualifying education or experience which provides the necessary knowledge, skills,

or abilities may be considered.

- Possession of an active license as a Professional Engineer registered in the State of Florida in accordance with Florida Statute 471 is required or must be obtained within 6 months if out of state license is valid. If the selected candidate possesses such license, it must be maintained in an active status during the term of employment.
- Must possess or obtain prior to employment, a valid Florida Driver's license and maintain said license during the term of employment.

In the event of a hurricane, major storm, natural or man-made disaster that may threaten the area, the Public Works Director will be required to perform emergency duties as directed.

COMPENSATION

Depending on qualifications and experience, the expected salary is \$88,805.00 to \$113,325.00

Outstanding benefits including:

- Paid vacation leave
- Paid sick leave
- 100% medical, dental, and life insurance for employee
- Town contribution toward family medical coverage
- 11 paid holidays
- Defined benefit pension plan with vesting in five years
- Company take-home vehicle
- Paid phone stipend

MOST RECENT DIRECTOR

The most recent director has retired after eight years with the Town. He achieved great success and led a new era of professionalism for the department.

Numerous capital construction projects were undertaken including the reconstruction of several prominent streets – Plainfield Avenue, River Road, and Kingsley East. Privatization of sanitation services and creation of the stormwater utility were completed.

Numerous assessments were completed during this time – water &

sewer system, utility rate studies, pavement condition index, stormwater assessment, stormwater flow model, sidewalk systems, and a tree survey. Future goals will include executing projects developed from these assessments and keeping these assessments up to date.



RESIDENCY

The selected candidate is **not** required to live within the Town limits. The director should be able to respond within reasonable time frames for emergencies by residing in Northeast Florida – Clay, Duval, or St. Johns counties.

HOW TO APPLY

Interested and qualified applicants should submit a cover letter, resume, and professional references to:

Mercer Group Florida
DHHiggin@att.net

Please submit all materials by Friday, October 9, 2020.

THE PROCESS

First review of candidates is scheduled for the week of October 12 and every seven (7) days thereafter.

Council confirmation of the Town Manager's recommendation at a date to be determined.

An internal employee has been named as the acting director however there are no internal candidates for the director position.

CONFIDENTIALITY

Florida public records laws are very broad. Any materials submitted could become public through a public records request.

OTHER IMPORTANT INFORMATION

The Town of Orange Park is an Equal Opportunity Employer. All applicants are encouraged to submit regardless of any protected class. A veteran's preference will be awarded per Florida law.