



Job Title:	Public Works / Marina Director		
Department/Group:	Public Works / Marina	Supervisor:	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$82,000 annually, DOQ	Position Type:	Full Time
HR Contact:	Karen Paulson	Date Posted:	1/17/2019
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 or humanresources@madeirabeachfl.gov Subject Line: Public Works / Marina Director Attention: Human Resources – Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
<p>ROLE AND RESPONSIBILITIES:</p> <p>The City is seeking a disciplined, result oriented, professional and energetic candidate. Under the administrative direction of the City Manager this applicant is responsible for all employees and activities within the Public Works/Marina Department. The City of Madeira Beach is a full-service city nestled on Florida’s Gulf Coast and is referred to as “the Grouper Capital of the World”. This City provides for an excellent opportunity for a dynamic individual to lead a make a great impression on the staff.</p> <ul style="list-style-type: none"> • Providing general oversight and management of multiple public works activities such as the maintenance of streets and other infrastructure, parks, storm water management, facilities maintenance, sanitation/solid water, fleet maintenance, oversees constructions projects oversees contracts, management of outside contractors and beach cleanup maintenance. • The director must have a general understanding of marine operations and experience managing a municipal marina. • The successful candidate must possess a dedication to providing citizens with the highest quality service and support, using the most innovative and creative service delivery strategies available. • The director must have a clear and obvious passion for, and be committed to, preserving the City of Madeira Beach as a premier city that strives to protect and preserve the quality of life that is uniformly enjoyed by all those who visit and reside in the community. • The director will be responsible for ensuring compliance with the City’s co-permittee status under the National Pollutant Discharge Elimination System (NPDES), created via the 1972 Clean Water Act. • Attending work as scheduled for a 7-day / week operation; must be able to work flexible hours that are often dictated by weather conditions. • Supervises Public Works and Marina personnel and responsible to assign, review and plan work of employees and maintain service, operational standards and personnel evaluations. • Administers Public Works/Marina’s annual budget and initiates purchase requisitions. • Remains current on all applicable federal, state and local regulations. • Provides training to staff regarding customer service, proper handling of financial transactions, proper fueling operations, safety precautions with the facility, spill response, and handling of emergencies. 			



- Adheres to all regulations of licensure of a marina facility with Pinellas Clean Marina status, including but not limited to: package sale of alcoholic beverages, retail sale of saltwater fish products, and dispensing of liquefied propane fuel.
- Establishes and maintains an inventory system for all resale items and the facility including determining the types of products available for resale, required quantities on-hand, loss prevention measures, vendor contacts, product delivery schedule and ordering responsibilities.
- Prepares daily reports and records pertaining to financial transactions and resale inventory.
- Responsible for the safe and efficient operation of a marine fueling facility, cleaning public docks, bait house and surrounding areas.
- Responsible for the delivery of exceptional services to the boating public. Effectively communicating with patrons and provide information regarding fishing, tides, weather conditions and other maritime activities.
- Assigns and monitors rental spaces for wet and dry storage, transient vessels and maintains accurate records of all rental agreements. Accounts for and takes appropriate action in response to delinquent accounts.
- Routinely monitors docks, piers, and moored watercraft through periodic inspections and making necessary repairs when needed.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Bachelor's Degree is required ideally in Business or Public Administration, Civil Engineering, Construction Management or related field. This degree must be supplemented by 10 years of increasingly responsible work experience in public works or a closely related field; a Master's Degree is preferred.
- Must possess and maintain appropriate license for dispensing liquefied propane fuel.
- Must have a valid Florida Driver's License; CDL preferred or able to obtain one within 6 mos. or hire date.
- A Florida Board Certified Professional Engineer is highly preferred.
- Captains License required.
- Five years of responsible supervisory or managerial work experience in a division of public works or a closely related field.
- The successful candidate must have skills related to long-range transportation planning and infrastructure project construction and maintenance.
- Knowledge of local waterways, tides, winds, hurricane tendencies and general weather patterns.
- Knowledge of and skill in applying techniques and standard marine practices related to watercraft operations, moorings and docking procedures, and marine fuel handling.
- Awareness of environmental responsibilities and ability to direct and operate the facility as needed.
- Demonstrated ability to perform job duties listed, either through related experience or specialized course work.
- Required to resolve customer problems, complaints and perform detailed and complex tasks at times with short deadlines.
- Must be able to work weekends and holidays, "on call" and accessible by cell phone.
- Able to respond to civil defense recall and work in adverse weather conditions if required.

WORK ENVIRONMENT:

The work environment is usually quiet in the office and moderate to loud outdoors. On a daily basis will be exposed to outdoor conditions, in all types of weather situations in managing public works and marina operations sometimes in extreme heat.



PHYSICAL DEMANDS:

Work is performed in an office setting and outdoors. Hand-eye coordination is necessary to operate a computer, calculator, and various office equipment, screw driver, and other small hand tools. The employee may be required to operate a boat, vehicle or truck. The stress level for this position could be regarded as moderately "high". While performing the duties, the employee is frequently required to sit, stand, talk, use hand to finger, handle, feel or operate objects and climb stairs. May be required to perform moderate lifting (15-50 lbs.), heavy lifting (over 50 lbs.) is occasionally required.

ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and Encourage both prospective and current employees to discuss potential accommodations with the employer.

ADDITIONAL NOTES:

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer. All applications will become public record under Florida law.

Cover letters and resumes may be included but are not accepted in lieu of application form.

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AA/EOE/DFWP

**Submit complete application for employment to:
Karen Paulson, HR/Financial Coordinator
City of Madeira Beach
300 Municipal Drive, Madeira Beach, FL, 33708**