



MEMORANDUM

From: Renea Vincent, Planning
Bob Robertson, Project Administration
Paul Smith, Public Services
Kevin Powell, Building Development
Tom Funcheon, Public Works
Ron Harring, Finance

To: Mark LeCouris, City Manager

Date: July 15, 2021

Subject: FY22 Budget Recommendation: Staffing Needs

The purpose of this memorandum is to outline observations regarding potential staffing needs across various departments.

Interdepartmental observations:

Staff from Planning, Public Works, Public Services, Building, and Project Administration have reviewed current staffing and operations to identify areas of critical need. Three broad functional areas have been identified where additional staffing resources are recommended. Additional information / discussion for each of these areas is provided below.

1. Site construction permit review and inspections.
2. Additional project management, strategic planning and comprehensive planning support for the Planning Department (direct assistance to Project Admin as well)
3. Public Services Administration

Site Construction Permit Review and Compliance Inspections (everything but vertical building permits, mechanical, electrical, etc.)

- Functions previously carried out by the Engineering Division of Development Review Services Department have not been absorbed by other staff.
- The City's Engineer of Record (EOR) reviews some permits for large projects for compliance at the time of TRC review, however there is a gap at the time of construction permit review to ensure that the Engineer comments & requirements are being met in the field. It is quite expensive to utilize the EOR for multiple reviews and inspection of a single project or to review and inspect smaller projects that, in the past, were reviewed by a staff person from the Engineering Division of Development Review Services. The idea of requiring an escrow account for applicants to pay for these reviews has been previously considered and denied by the BOC.



- Limited in-house staff capability is available to verify that underground utility installations are meeting requirements of plans reviewed by the City's Engineer of Record, resulting in the use of consultants to help fill the gap.
- Limited in-house staff capability is available to verify that stormwater ponds are being built to plan requirements (or ensuring continued compliance), resulting in the use of consultants to help fill the gap
- Limited in-house staff capability to respond to stormwater complaints
- Limited in-house staff capability to review / inspect private building permits for driveways, sidewalks, driveway aprons to verify that they meet City standards or inspect these installations
- Limited in-house staff capability to review and inspect single-family home permits for compliance. It is "overkill" to send single-family home permits to our stormwater engineer of record.
- For large projects, such as Icaria, we have utilized a contract inspector (via the Building Dept.) to insure that site construction work was being performed correctly. We anticipate utilizing similar services for the Eagle Creek project as well as Anclote Harbor.

Additional Project Management Support

- Provide additional support for technical aspects of Comprehensive Planning (Capital Planning, Transportation, Utilities, Environmental)
- Assist with Citywide Strategic Planning development and implementation
- Provide additional support for Sustainability Committee planning processes, operations and implementation and ensure integration of sustainability policies into the Comprehensive Plan, Strategic Plan and other applicable regulating ordinances
- Provide additional support for Project Administration Department, which is now managing projects across multiple departments
- Provide additional expertise to support LAP certification, enabling the City to obtain federal grants for construction projects (Disston Avenue, Elfers Spur extension, etc)
- Improve coordination of public and private construction projects through TRC and between Planning, Building, Public Services/Utilities, and Public Works
- Implement a Citywide CIP planning process to ensure capital projects are being programmed to support policies and objectives of the Strategic Plan and Comprehensive Plan

Public Services Administration / Support for Sustainability Initiatives

- Prior to 2009, Public Works and Public Services was one department with three "administrative" positions (Director, Assistant Director, and Public Services Program Manager).
- Subsequently, the Department was split into two departments, Public Services and Public Works. While certain responsibilities were transferred to the Public Works



department, an entirely new function (RO Plant operation) was added to the Public Services Department.

- More recently, Bob Robertson was moved from the Department to lead a new Project Administration Department, further reducing the senior administration capacity of the Department.
- Currently the department consists of 114 personnel (32% of the City's employees) across five functional areas (for comparison, the Public Works Dept. currently has 58 employees)
 - Engineering/Administration
 - Utilities (Water, Wastewater, Utilities Maintenance, Environmental Compliance)
 - Golf Course
 - Recreation
 - Cemetery
- There are additional supervisory/managerial roles in the Department (Utilities Superintendent, Golf Course Manager, Recreation Superintendent, and Cemetery Supervisor), however these positions are very specialized and constrained in ability to provide additional administrative management support to the Director
- Additional capacity is desired to fulfil roles in the areas of sustainability, utilities administration, customer service, environmental programs, compliance and capital projects.
- The current Director, Paul Smith, is anticipating retirement in 3-5 years and succession planning is an important consideration for a Department of this size and breadth of responsibility.

Recommendation:

Consider funding three new positions that would serve multiple roles across various departments. Proposed positions are in priority order.

1. Construction Field Inspector (Building Development Department):
 - a. Coordinator for review and inspections for horizontal site construction details (grading, stormwater, sub-surface utilities, environmental protections, seawall, docks, etc)
 - b. Reviews all TRC applications...refer complex projects to EOR when required and ensure that follow on site construction permits meet EOR requirements
 - c. Review building permits for site construction compliance with approved site plans
 - d. Inspect site construction for compliance with approved plans
 - e. Assist with environmental, stormwater, flooding issues. Coordinate city response to complaints.
 - f. Suggested pay grade for this position is 16 (\$41,756-\$67,269)
2. Principal Planner: Projects, Comprehensive & Strategic Planning (Planning Dept.)



- a. Assist Project Administration Dept., as necessary, with administration or management of various projects (especially private/public partnerships)
 - b. Assist Public Services with management and implementation of Sustainability Committee initiatives.
 - c. Assist Planning Dept. with administration of TRC, review, maintenance & implementation of Comprehensive Plan (Capital Improvements, Coastal/Environmental, Transportation, Utilities and Rec-Open Space elements), new Strategic Planning Initiatives, and integration of sustainability plans/policies into the Comp Plan, LDC, etc.
 - d. Suggested pay grade for this position is 21 (\$53,291-\$85,853)
3. Public Services Assistant Director (Public Services)
- a. Directly assist the Public Services Director in management of the Department
 - b. Provide for succession management
 - c. Provide capacity to perform roles in the areas of sustainability, utilities administration, customer service, environmental programs, compliance and capital projects.
 - d. Suggested pay grade for this position is 25 (\$64,776-\$104,357)
 - e. In addition to the above position, it is suggested that further consideration should be given to raising the pay grade of the Public Services Director position from 27 to 28 (\$74-986-\$120,805).
 - i. This grade is consistent with the level of responsibility and number of employees under the direction of the Fire Chief, Police Chief, and Finance Director.
 - ii. Additional responsibilities added to this Department in recent years

Potential Funding Sources:

1. Reduction in the use of consultant / engineering fees. FY2020 funds expended that could be partially offset include:
 - a. Engineer of Record stormwater plan review, approximately \$67,000
 - b. Building Dept. contracted services for inspection of underground utilities at Icaria: \$10,000 (similar services will be need for multiple subdivisions and multi-family projects)
 - c. Public Services (utilities) contracted services for inspections annually exceeds \$120,000
2. Fees associated with site construction permits
3. Water and Sewer enterprise funds

Attachments (Draft Job Descriptions for Positions)

1. Construction Field Inspector
2. Principal Planner: Projects, Strategic & Comprehensive Planning
3. Assistant Director of Public Services

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: PRINCIPAL PLANNER; SPECIAL PROJECTS, COMPREHENSIVE & STRATEGIC PLANNING
DEPARTMENT(S): PLANNING & ZONING
REPORTS TO: PLANNING & ZONING DIRECTOR
DEPT. HEAD: PLANNING & ZONING DIRECTOR
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
LAST REVISION: N/A

GENERAL STATEMENT OF JOB

This is professional urban planning and project management position established to coordinate projects and programs across the disciplines of traditional urban planning and public works to ensure that projects and programs meet the needs of the public and implement adopted policies of the City. Responsibilities include development, implementation and integration of policies and objectives of the City Comprehensive Plan and the City Strategic Plan especially those related to implementing sustainability and resiliency initiatives. This position performs professional project planning, administration and management of complex City projects with an emphasis on early public engagement and consensus building with the public and across City Departments. An in-depth understanding of various disciplines including urban planning, sustainability & resiliency planning, redevelopment planning, transportation/multi-modal planning, environmental planning, and economic development is required and work is performed with considerable independence and initiative. This position works closely with various internal and external organizations (Pinellas County, Forward Pinellas, MPO, Regional - Planning Council, FDOT) to ensure successful funding and completion of City projects and planning programs including consultants, public agencies, and private contractors.

ESSENTIAL FUNCTIONS

- 1.1 Drafting, updating and implementing the City's Comprehensive Plan, Strategic Plan, neighborhood plans, form-based codes, land development codes, community redevelopment plans, and other similar land use and community-based plans;
- 1.2 Coordinate the integration of the City's Sustainability Action Plan with the Comprehensive Plan, Strategic Plan, and other similar land use and community-based plans;
- 1.3 Organize and manage projects and tasks associated with major City initiatives under the supervision of the Planning & Zoning Director, Project Administration Director, the City Manager, or other City Departments as assigned;
- 1.4 Research, draft, and manage grant applications in support of City Planning initiatives;
- 1.5 Plans, develops and conducts studies relative to land use and occupancy, road and arterial locations and usage, utilities facilities, transportation services, recreational or cultural needs and community development projects;

Wage Grade 21 (\$53,291-\$85,853)

- 1.6 Coordinate the management of assigned City projects through the City's multi-disciplinary Technical Review Committee;
- 1.7 Organize and manage projects and tasks associated with (or funded by) outside planning agencies such as DEO, Forward Pinellas, MPO, and the Countywide Planning Authority;
- 1.8 Ensure projects progress on schedule and address any delays in a timely manner and create reports to inform the City Manager and elected officials;
- 1.9 Researches and gathers required data to evaluate objectives, goals, and scope of projects and specifications;
- 1.10 Leads or participates in cross-functional teams.
- 1.11 Performs related work as assigned or required, including but not limited to the following additional responsibilities:
 - i. Organizes, prepares, participates, and performs follow up work for meetings as a Planning staff liaison for sustainability matters.
 - ii. Promote initiatives & sustainability programs to incorporate sustainable practices into City planning policy.
 - iii. Reviews studies, policies, projects, programs and best practices for inclusion in the Comprehensive and Strategic Plans to reduce the impacts of a changing climate, including sea-level rise, extreme rainfall, extreme heat events, droughts, flooding and storms, which threaten current community priorities, human wellbeing, property, infrastructure, and natural resources.
 - iv. Promote the economic benefits of sustainability measures as it relates to operational efficiency, the tourism economy, and overall community economic health and creation of green jobs into the Comprehensive and Strategic Plans for the City.
 - v. Assist in developing, coordinating and conducting educational programs including workshops and public events related to sustainability initiatives.

KNOWLEDGE SKILLS AND ABILITIES

- 2.1 Knowledge of principles and practices of urban/municipal planning, methods of collecting and analyzing planning data and preparing planning reports and studies;
- 2.2 Knowledge of public administration principles, project management and practices;
- 2.3 Knowledge of budget, finance, and project management systems;
- 2.4 Knowledge of project management documentation, tracking, and control processes;
- 2.5 Knowledge of sustainability and resilience best practices for local governments;
- 2.6 Knowledge of general management practices and principles;
- 2.7 Skill in identifying, analyzing, and isolating problems, and problem resolution;

Wage Grade 21 (\$53,291-\$85,853)

- 2.8 Skill in interpersonal skills, communications, team building, facilitation, networking, and negotiations;
- 2.9 Ability to coordinate, lead, and supervise work completed or performed by others;
- 2.10 Ability to apply computer applications and software;
- 2.11 Ability to coordinate and resolve issues arising during the course of project delays in business, operations or construction activities;
- 2.12 Ability to facilitate management level teams and bring the teams to consensus;
- 2.13 Ability to manage and organize major projects and programs;
- 2.14 Ability to implement capital improvement plans and projects
- 2.15 Ability to address civic organizations and committees and present ideas and findings clearly and concisely;
- 2.16 Knowledge of, and ability to contribute to, LAP (Local Agency Program) certification procedures and management.
- 2.17 Ability to confidently present projects and programs to diverse populations in a variety of public settings included elected officials, appointed boards, community groups, etc.

EDUCATION & EXPERIENCE

Bachelor's degree with major course work in urban planning, government, sustainability, environmental management, engineering, design, economics, social science, geography, statistics or a related field plus six (6) years professional experience which includes at least one year of project management experience. A Master's degree with major course work in urban planning, government, law, sustainability, environmental management, engineering, design, economics, social science, geography, statistics or a related field plus three (3) years of professional experience as described; or an equivalent combination of education, training and/or experience.

Minimum Education Requirement: Bachelor's degree in Urban Planning, Engineering, Economics, Social Science or a related field.

Preferred Education Requirement: Master's degree in Urban Planning, Public Administration or a related field.

Required Experience Level: Three to five years private or public sector. A Master's degree may be substituted for one year of experience.

LICENSURE / CERTIFICATIONS

Valid Florida Driver's License.

American Institute of Certified Planners is preferred.

Projects Management Certification, such as PMP, is desired, or ability to obtain after hire.

Wage Grade 21 (\$53,291-\$85,853)

An equivalent combination of education, experience, and professional licensure / certifications may be considered by the City.

ADMINISTRATIVE SKILLS

Computer Skills

Geographic Information Systems
Input data into computer programs
Use computer packages to prepare graphics/charts
Use computerized spreadsheets to conduct analysis

Communication Skills

Answer telephones.
Compose letters.
Coordinate events.
Coordinate meetings
Present to elected officials and appointed Boards

GENERAL OFFICE EQUIPMENT/MACHINERY OPERATIONS

Personal computer

Photocopier

Motor vehicle operations

WORKING CONDITIONS/ENVIRONMENT

Predominantly office work with field work/visits as necessary depending upon project type.

Contact with persons under a wide variety of circumstances.

Occasionally subjected to irregular hours.

Subject to varying and unpredictable situations.

Subject to many interruptions.

Occasional pressure due to multiple calls and inquiries.

Local travel required.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all-inclusive list.

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: CONSTRUCTION FIELD INSPECTOR
DEPARTMENT: BUILDING DEVELOPMENT
REPORTS TO: BUILDING DEVELOPMENT SUPERVISOR
DEPARTMENT HEAD: BUILDING DEVELOPMENT DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
ORIGINATION: MARCH 2021

GENERAL STATEMENT OF JOB

Under limited supervision, performs professional work conducting plan review and field inspections of commercial and residential infrastructure. Monitors all phases of projects for compliance with plans, specifications, various standards, and regulations for; sanitary, storm and water main installation, retention/detention ponds, new streets, curb, sidewalk and roadway improvements. Coordinates with contractors to ensure the successful completion of projects. Frequently interacts with the public to communicate project objectives and progress.

ESSENTIAL FUNCTIONS

1. ADMINISTRATIVE AND OPERATIONAL FUNCTIONS

- 1.1 Perform construction plan review of public and private development projects to ensure compliance with City codes and ordinances.
- 1.2 Inspects moderately complex road construction, checks plans for proposed construction, confers with builders to ensure county standards are met, and makes written reports;
- 1.3 Assists contractors and engineers in interpreting City Standard Details and Technical Specifications, checks layout and grades of structures or materials, makes arrangements for tests by approved laboratories, makes progress reports, and updates plans to show field changes reflecting final as-builts;
- 1.4 Attends and participates in the City's Technical Review Committee
- 1.5 Reviews site plans with contractors prior to construction and inspects work for compliance with approved plans, specifications, and requirements;
- 1.6 Inspects sewer construction projects, checks and verifies vertical and horizontal controls conform to construction plans, and inspects to ensure construction practices and workmanship meet specifications;
- 1.7 Inspects water and sewer line installations performed by contractors to verify work and materials meet City requirements and utility system specifications;
- 1.8 Inspects utility installations to determine compliance with approved permits and plans including, , , potable water, reclaim water, , backflow prevention and cross connection, and sewage or storm sewer piping;
- 1.9 Inspects and reports on commercial and residential cross connections, determines locations for water taps, meters, and backflow prevention devices, and maintains files on backflow prevention device tests;
- 1.10 Acts as liaison between designers and contractors for building projects, reviews plans and specifications to ensure accuracy in construction, and takes samples of construction materials for laboratory tests, coordinate with site foremen to discuss project activities.
- 1.11 Observe the maintenance of MOT and OSHA safety requirements.
- 1.11 Commercial/Residential NPDES inspections and reports.

- 1.12 Required to serve as post storm responder or after hour emergencies for division as assigned.
- 1.13 Frequently interacts with outside agency employees, contractors and the public to ensure the successful accomplishment of project objectives.
- 1.14 Investigates and defines problem areas, recommending solutions or courses of action in regards to site safety.
- 1.15 Monitors activities of various County and State agencies, City policies and ordinances.
- 1.16 Coordinates public relations with residents and businesses affected by various Projects.
- 1.17 Performs all other related duties as required.

2. Knowledge, Skills and Abilities

- 2.1 Knowledge of principles, methods, and materials used in public works construction including road, utility, and marine construction;
- 2.2 Knowledge of principles of civil engineering related to general construction;
- 2.3 Knowledge of regulations related to public works and utilities construction;
- 2.4 Knowledge of local, state, and federal drinking, and reclaimed water regulations;
- 2.5 Knowledge of cross connection and backflow prevention.
- 2.6 Skill in enforcing regulations with tact and uniformity.
- 2.7 Ability to read and interpret civil engineering and construction blueprints, drawings, plans, and specifications;
- 2.8 Ability to make detailed technical inspections and enforce regulations firmly, tactfully, and impartially;

EDUCATION / EXPERIENCE

Minimum Preferred Education: Associates Degree in Construction Management or related field or any equivalent combination of education, training or experience.

Minimum Experience Level: Two years of experience in public works, utilities, or building construction or an equivalent combination of education, training, and/or experience.

Preferred Certifications/Licenses:

- Water Distribution License
- Wastewater Distribution System Operator Certification
- Stormwater Operator Certification
- OSHA Certification
- MOT Certification
- Florida Stormwater, Erosion, and Sedimentation Control Inspector

An equivalent combination of training and experience may be substituted at the City's discretion, for required education, certification, and/or experience.

LICENSURE

Must possess and maintain a valid Florida Driver's License.

ADMINISTRATIVE SKILLS

Computer Skills
Input data into computer programs
Compose letters

Communication Skills
Answer telephones
Coordinate meetings

GENERAL OFFICE EQUIPMENT/MACHINERY OPERATIONS

City computer/l-pad
 Calculator
 Maintain logs
 Develop office procedures

Photocopier
 Fax

Motor vehicle operations
 Research information

WORKING CONDITIONS/ENVIRONMENT

Contact with persons under a wide variety of circumstances.
 Subject to varying and unpredictable situations.
 Subject to many interruptions.
 Occasional pressure due to multiple calls and inquiries.
 Local travel required.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

The following list is not exhaustive; it merely provides some of the physical duties of the position.

Requires full range of body motion including:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			X	
Stand			X	
Walk			X	
Bend		X		
Squat		X		
Crawl		X		
Climb height 20_ft.		X		
Reach above shoulder level			X	
Crouch		X		
Balance		X		
Kneel		X		
Verbal Communications				X
Written Communications				X
Hearing ordinary conversation				X
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more				X
Peripheral Vision, Distinguish colors, and Depth Perception				X

Job Requires Coordination For Repetitive Action:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In operating foot controls Right			X	
Left			X	
In simple and firm grasping: Right			X	
Left			X	
In fine manipulating: Right			X	
Left			X	

Job Requires Ability to Lift, Push, Pull and/or Carry:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 10 lbs.				X
Up to 24 lbs.			X	
Up to 34 lbs.		X		

JOB LOCATION:

City Hall, frequent local field investigations and meetings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: PUBLIC SERVICES ASSISTANT DIRECTOR
DEPARTMENT: PUBLIC SERVICES DEPARTMENT
REPORTS TO: PUBLIC SERVICES DIRECTOR
FLSA STATUS: EXEMPT
LAST REVISION: July 7, 2021

GENERAL STATEMENT OF JOB

Under the administrative direction of the Public Services Director, performs highly responsible professional and technical work in the planning and directing of programs and projects within the Public Services Divisions. With an emphasis on water and sewer utilities and sustainability responsibilities, directs, coordinates, and oversees operational/administrative phases of the various departments under the Director of Public Services position including utilities, golf-course, recreation, cemetery, customer service, capital planning, and environmental programs. Researches, develops and analyzes various complex projects for required reporting and presentation.

ESSENTIAL FUNCTIONS

1. OPERATIONS/ADMINISTRATION

- 1.1. Implements directives and policies issued by the Director of Public Services. Reviews for improvement existing policies or development of new recommendations for Director as assigned.
- 1.2. Ensures that all divisions under the responsibility of the Director of Public Services reliably execute all city resolutions, ordinances, policies and regulations.
- 1.3. Reviews operations to ensure department activities consistently meet City Manager's office requirements and those of the departments, including Procurement, Finance, Human Resources, City Clerk, and IT.
- 1.4. Performs duties of Public Services Director in his/her absence.
- 1.5. Required to assist Director in support of Emergency Management functions in the event of a declared emergency, including staffing of the City Emergency Operations Center during emergency events when required by the City Manager.
- 1.6. Assists in the preparation of the annual departmental budgets, capital budgets and capital programs, as directed.
- 1.7. Regularly reviews and updates strategic planning of utilities CIP for changes in regulations, needs, priorities, or other conditions and reviews associated implementation effectiveness.
- 1.8. Prepares recommendations and backup for Director's submittal of Board agenda items as assigned
- 1.9. Reviews department operations for recommended improvements as assigned, including review of utilities operational efficiencies and opportunities to improve same.
- 1.10. Creates professional reports through utilization of computer generated graphs and charts for analysis of departmental operations and document information for administrative decision-making.
- 1.11. Creates, coordinates and implements projects and programs, as may be required.
- 1.12. Researches, develops and analyzes projects as may be required for reporting and presentation.
- 1.13. Researches, reviews, prepares and submits accurate complex technical feasibility studies, needs analysis, correspondence, and reports.
- 1.14. Prepares reports on action taken as result of directives, as requested.

- 1.15. Provides direction and leadership for the City's safety program.
- 1.16. Attends and participates in a variety of boards and committees and professional organizations.
- 1.17. Performs technical field inspections of department sites and operations to be aware of current projects and operational problems, as directed.
- 1.18. Reviews and evaluates reports from Department Heads/Supervisors and recommends revisions and/or further research.

2. STAFF MANAGEMENT

- 2.1. Directs, monitors, and evaluates the activities of assigned department Supervisor(s).
- 2.2. Supervises staff through both functional and line authority and collaborates with and assists department heads engaged in tasks necessary to the smooth operation of the Public Services Department.
- 2.3. Provides leadership example for department staff with regard to public contact, budget maintenance, work ethics, report preparation, etc.
- 2.4. Effectively resolves employee problems, selects new employees for recommended hire; trains and evaluates subordinates; and approves transfers/promotions disciplinary actions and discharges.
- 2.5. As assigned, reviews and recommends organizational changes of the department in keeping with evolving needs, responsibilities, and priorities.

3. SUSTAINABILITY FUNCTIONS

- 3.1. Assists the Director in Citywide sustainability initiatives, including attending Sustainability Committee meetings and related actions and reporting.
- 3.2. Assists the Sustainability Committee through research, review, and reporting of complex sustainability topics, including technical feasibility studies, needs analysis, correspondence, and reports.
- 3.3. Tracks and implements associated department local actions and outcomes as developed in the City's Sustainability Action Plan.
- 3.4. Performs department sustainability greenhouse gas emissions inventory, energy use, water use, and waste reduction efficiency evaluations and reports for sustainability metrics.
- 3.5. Participates as department liaison in citywide sustainability team meetings, initiatives, evaluations, grant applications, and reporting.

4. PUBLIC RELATIONS

- 4.1. Responds to citizen inquiries and complaints in a timely and courteous manner.
- 4.2. Confers with the public to work out special problems and to address specific concerns.
- 4.3. Administers through subordinate personnel, such functions as public safety, health, and welfare.
- 4.4. Ensures that all employees are cognizant of creating good public relations in the performance of their duties.
- 4.5. Coordinates programs with other city departments and governmental agencies.

5. PERFORMS ALL OTHER DUTIES AS REQUIRED.

- 5.1. Attends and participates in conferences, meetings and work sessions on behalf of Public services Director.
- 5.2. Performs all other duties as required in assisting the Director of Public Services and the City Manager in general in effectively carrying out his/her assigned essential functions.

QUALIFICATIONS:

LICENSURE

Valid Florida Drivers' License
Professional Engineer license in the State of Florida preferred

EDUCATION

Minimum education requirement: Bachelor's degree in public administration, business, engineering or a related field. Degree in engineering or environmental sciences preferred.

Preferred education level: Master's degree.

EXPERIENCE

Minimum experience/management requirement: Three years supervisory/management experience in technical public works, public utilities areas.

Preferred experience level: Three years supervisory/management level experience in the public sector.

Combination of training and experience may be substituted at the City's discretion for required education, experience and/or management experience.

ADMINISTRATIVE SKILLS

General Office Skills

Compile statistics
Research information
Balance figures
Proofread documents

Communication Skills

Compose letters
Coordinate meetings
Interview others
Present to Boards & Committees

Computer Skills

Input data into computer programs
Use computerized spreadsheets to conduct analysis
Use computer packages to prepare graphics/charts
Use desktop publishing software

EQUIPMENT, MACHINES & TOOLS USED

General Office Equipment

Calculator
Personal Computer
Fax
Photocopier

Tools/Machines

Motor vehicle operations

WORKING CONDITIONS

Contact with persons under a wide variety of circumstances.
Subject to varying and unpredictable situations.
Subject to many interruptions.
Subject to irregular hours.
Occasional pressure due to multiple calls and inquiries.
Occasional exposure to unpleasant elements (accidents, injuries and illness).

PHYSICAL DEMANDS: The following list is not exhaustive, it merely provides some of the physical duties of the position.

Requires full range of body motion including:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend		✓		
Squat		✓		
Crawl		✓		
Climb height 40 ft.		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance		✓		
Kneel		✓		
Verbal Communications				✓
Written Communications			✓	
Hearing ordinary conversation				✓
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more				✓
Peripheral Vision, Distinguish colors, and Depth Perception			✓	

Job Requires Coordination for Repetitive Action:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In operating foot controls Right		✓		
Left		✓		
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right		✓		
Left		✓		
In fine manipulating: Right			✓	
Left			✓	

Job Requires Ability to Lift/Carry and/or Push/Pull:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 34 lbs.		✓		

JOB LOCATION:

While many of the duties involved with this position are considered “office work”, some travel in the City to inspect sites or meet with citizen(s).

Department Head’s Signature

Employee’s Signature

Date

Print Name