

The Town of Bronson is accepting applications for a Full – Time Position of Public Works Director. Applications will be accepted until position is filled.

Function:

Performs professional duties and exercises a high degree of independence in the daily operations of the Town's multi-division Public Works Department. Plans, organizes, directs and integrates the Town's public works and utilities activities and functions; provides expert professional assistance to the Town Council and staff in areas of expertise, including engineering, municipal water, wastewater collection, storm water, drainage, solid waste and street & landscape maintenance; and performs related duties as required. Responsible for accomplishing department objectives and goals within guidelines established by the Town Council.

Schedule: Full time position (40 hours per week) Monday through Friday. Hours of work will be 7:30 a.m. to 4:30 p.m. plus on-call 24/7 to address any and all emergency situations. Overtime as deemed necessary.

Salary Range: \$41,496 - \$52,000 depending on experience and certification/license.

Essential Duties and Responsibilities:

Administrative:

Provides administrative oversight to the Town Council
Monitors all capital construction projects
Projects equipment needs to determine the most efficient and economic utilization of resources and funds.
Supervise Public Works Employees

Water/Sewer Department:

Responsible for maintenance, installation and repair of all water lines, meters, fire hydrants, riser's through-out town.
Responsible for maintenance and repairs to sewer lines, sewer lift stations and sewer plant.
Oversee any work completed by outside contractors on any water or sewer equipment, etc. in town.
Maintain records and ensure all dig requests are marked for both towns generated and outside sources.

Road Department:

Maintain and repair roads as needed throughout town, including pothole repairs and sign maintenance/repairs.
Ensure all town right of ways are mowed and kept clean of trash and debris.
Work with DOT on any problems/issues with SR27 & SR 24 that arise within the town limits.
Report any street light outages to appropriate power company.

Code Enforcement:

Investigate code enforcement complaints and make recommendation to the Town Building Official, Town Clerk or Town Council.
Draft written warnings to notify violator of complaint and actions needed to correct violation.
Confer with Town Clerk and or Town Attorney when necessary if further action is in order to correct violation.

Billing:

Ensure that town utility billing process is completed properly and in a timely manner.
Ensure the accuracy of the utility billing investigate and correct any possible errors reported.

Parks & Town Properties:

Ensure that town properties are properly mowed, groomed and free of trash and debris.

Buildings:

Responsible for the maintenance and repair to all town buildings including but not limited to Town Hall, Fire Department, Library, Park, and Municipal Building.

Vehicles & Equipment:

Responsible for the maintenance and repair to town equipment including but not limited to trucks, tractors, backhoe, mowers, lawn equipment. Complete any repairs necessary that can be accomplished by town personnel rather than sending out to third party.

Ensure that any reported repairs needed to town fire-fighting trucks or equipment are completed in a timely manner.

Animal Control:

Trap and/or catch loose animals in town that pose a potential safety or health issue. Removal and disposal of dead animals within the town limits.

MINIMUM QUALIFICATIONS:

Training and Experience: Public Works experience.

Knowledge, Skills and Abilities: Extensive knowledge of administrative practices, maintenance methods, materials, and procedures related to contemporary public works operations. Ability to write and present clear concise reports, memoranda, directives, and letters. Ability to develop and maintain effective working relationships with state and local officials, the general public and subordinates. Demonstrate ability to lead; identifying and executing appropriate action relative to operational/organizational situations or circumstances as presented.

Certification/License: Possession of a valid Class "B" Wastewater Plant Operator's Certificate, or Class "C" Wastewater Treatment Plant Operator's Certificate and Class "C" Water Plant Operator's Certificate from the State of Florida Department of Environmental Protection

JOB PROFILE:

Work Environment: Includes outside and inside work

Sensory Requirements: Hearing: Ability to understand what others are saying in normal conversation in person, on the telephone, and in meetings. Speaking: Ability to communicate orally with others in person, on the telephone, and while giving formal presentations to groups. Seeing: Ability to see and read computer monitor screens, read fine print (such as spreadsheets), and operate a motor vehicle.

Driving Requirements: The work requires many hours of driving and the candidate must be skilled in operating equipment related to public works and possess of a valid Florida Commercial Driver's License Class "A" or Class "B".

Office Machines: The work requires the ability to operate the following office machines; telephone, Fax, photocopier, printer, desktop and laptop computers and calculator.