



**UTILITY SPECIAL DISTRICT EXECUTIVE DIRECTOR
CITY OF RIVIERA BEACH, FL**

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The City of Riviera beach is located along the Atlantic shores of southeast Florida in Palm Beach County. Riviera Beach is home to beautiful sandy beaches, the port of Palm Beach, and a waterfront marketplace that provides shops, restaurant, and entertainment attractions. The average year-round temperature is an appealing 75 degrees, drawing seasonal residents and tourists to join a permanent population over 35,000.

The Utility Special District provides water and wastewater services to 12,000+ residential meters, 1149 commercial meters and 397 irrigation meters. Water is provided by operation of 26 surficial wells, with treatment and distribution of 2.9 billion gallons of water per year. Wastewater treatment is provided by the East Central Regional Water Reclamation Facility. The District operates the collection system. Capital investment to replace the water treatment facility is in progress. A rate study and adjusted schedule have been adopted in support of the capital program. The District operating budget for FY 25 is \$320,000,000 + total, with \$41,577,450 operating expenses, \$274,469,000 capital, \$3,959,201 debt service and \$19,945,550 reserves. The District currently has 63 staff, of which 90% are unionized. There are five (5) direct reports.

The new Executive Director will oversee a period of major investment in facilities, technology and systems. The District needs a leader committed to customer service, professionalism, and innovation. Active involvement as a leader of people, accessible to staff and supportive of participatory activities for utility improvements, will be critical. Collective accountability of the Utility team will guide performance expectations for all staff levels.



City leadership has fully supported the effort to provide a financial framework that will allow the District to provide the highest quality water that is sustainable, and wastewater services that are environmentally responsible. The current workforce is challenged by vacancies and anticipated retirements; recruitment, training and succession planning will be critical. The Director will build the team to meet these challenges.

District Utilities Administration provides oversight and administrative support to all departments within the District for cohesive and coordinated management. It provides personnel administration and development, records management and project planning, funding and oversight for all utility capital improvements. City administrative support is provided for human resources, finance, including utility billing, fleet services, legal services. Utility Administration acts as a liaison with other City departments as well as Federal, State and local utility organizations and regulatory agencies.

The Executive Director is appointed by the City Manager and confirmed by the Utility District Board of Directors. The position is a member of the City executive team with compensation and benefits of City employment, including Florida State Retirement. In addition, the City is open to provision of an employment contract to ensure stability and security for the incumbent, and providing such benefits and protections as stipulated therein.



DUTIES AND RESPONSIBILITIES

Under administrative supervision, the Executive Director is responsible for the planning and management of the staff, operating systems, and capital for the Utility Special District.

The Executive Director will:

- Develop and implement goals, objectives, policies, procedures and work standards for the department.
- Establish partnerships and strengthen relationships with regulatory agencies, particularly the Florida Department of Health. Collaborate in the establishment of communication and reporting priorities and expectations. Ensure timely reporting of routine and exceptional events and conditions.
- Develop and administer the department capital program and budget; review and approve pay requests, invoices and purchase orders for major items.
- Supervise and direct activities of assigned staff; coordinate, prioritize and assign tasks and projects; track and review work progress and activities; ensure staff coverage to meet operation standards and demands.
- Direct the recruitment and selection of staff; provide for staff development and ensure appropriate certifications; provide performance standards and expectations; encourage initiative and establish incentives; conduct performance evaluations; undertake disciplinary action as required.
- Participate in negotiation of collective bargaining contracts with unions representing District classifications; administer collective bargaining contracts as applicable. The City has two unions that cover District classifications; Professional Managers and Supervisors Association (PMSA) and Service Employees International Union (SEIU).
- Manage daily utility operations, providing technical direction and supervision of the water distribution system, the wastewater collection system, the water treatment plant and the wastewater treatment system: inspect facility operations and construction activity through site visits; provide direction to staff and contractors; resolve complaints and concerns.
- Serve as project liaison for utility operations and infrastructure improvements; administer new construction and major repair projects from development through project acceptance; review and approve project designs; prepare/review cost estimates; administer contracts; inspect projects for conformance with specifications.
- Advise the City Manager and Utility District Board of Directors through meetings, discussion reports, memorandums and public hearings. Prepare ordinances and resolutions for Utility District Board of Directors action.
- Resolve problems for the City Manager, Utility District Board of Directors and division managers through investigations, discussions, evaluations
- Review, negotiate and recommend proposals developed by engineers and architects, and contractor change orders.
- Provide input regarding policy and rule making to regulatory agencies.
- Represent the District as an appointee to the board of the East Central Regional water reclamation facility; discuss matters of common interest and territorial disputes with management of other utilities
- Negotiate and administer inter-local service agreements. The District currently provides water and wastewater services to the Town of Palm Beach Shores and transmission line services to the Town of Magonia Park.
- Provide direction and technical support during emergency conditions and develop contingency plans for continuation of services and restoration as necessary
- Perform related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of water supply, treatment and potable water distribution systems; wastewater collection and transmission systems; reclaimed water distribution systems.
- Knowledge of federal, state, and local environmental regulations regarding water, wastewater and reuse systems.
- Knowledge of engineering principles and project management processes to track and evaluate projects.
- Knowledge of hydraulic modeling software and the ability to oversee work by consultants, engineers and assigned staff.
- Knowledge of advances and technology in utility systems and operations.
- Skill and experience in management of contractors and engineers.
- Skill in interpersonal relations, establishing and maintaining effective working relationships with staff, other departments, elected officials, other utility providers and regulatory agencies, and the District customers.
- Skill in the negotiation and management of collective bargaining contracts.
- Able to organize, coordinate and supervise the work of a large team of professional and technical subordinates. Able to build a disciplined, service oriented team.
- Able to communicate effectively in oral and written forms; communicate clearly with a range of contacts and audiences; make public presentations that inform and educate.
- Able to prepare agenda items that clearly communicate purpose(s), particularly risks, options and expected outcomes.
- Able to successfully manage a capital program and large scale utility improvement and construction projects.
- Able to respond to common inquiries and complaints from customers, citizens, businesses, civic groups to establish positive public relations.



MINIMUM QUALIFICATIONS

Bachelors Degree, Masters preferred, from an accredited college or university with a major in civil engineering, environmental engineering or related field and eight (8) years of progressively responsible experience in the operation and planning of water, wastewater or public works, the operation of a public utilities systems, preferably in a municipal government, or any equivalent combination of training and experience.

- Five (5) years of management experience with responsibility for a large division within a public utility agency is required.
- Experience with a unionized workforce and negotiation of union contracts preferred.
- State of Florida Professional Engineer license or ability to secure such license within one year of employment (preferred).
- A valid Florida driver's license.
- Physical Standards Required to Perform Essential Job Duties

This is a sedentary position with minimal physical exertion requirements. Work is performed primarily in an office setting subject to frequent interruptions with extensive work at a computer workstation and site visits to various City, District and community facilities, both indoors and outdoors. May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to long hours due to attendance at City Council and Committee meetings and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Riviera Beach is an Equal Opportunity Employer. All applicants receive consideration for employment without regard to are, color, religion, gender (including identity or expression), marital status, sexual orientation, national origin, age, disability, or any other protected classification as defined by applicable law. In compliance with the Americans with Disabilities Act (ADA). The City of Riviera Beach will provide reasonable accommodations to qualified individuals and encourage prospective and current employees to discuss potential accommodations with the Department of Human Resources.





COMPENSATION

Salary Range: \$142,000 - \$213,000. Generous benefit package including insurance plans, Florida Retirement System, and leave.

The successful candidate will be offered a three (3) year employment contract with an anticipated base salary of \$200,000. Contract terms may also identify relocation costs, provision for official work transportation, computer and phone provisions, travel terms, etc.

APPLICATION PROCESS

Interested candidates should apply online @ www.GovHRjobs.com with a cover letter, resume and contact information for five professional references by March 21. Address to: Jim Dinneen, Independent Executive Recruiter. Questions may be directed to Jim Dinneen at (386) 846-2612.

The Riviera Beach is an Equal Opportunity Employer and follows all State of Florida sunshine laws.

