



City of Edgewater

P.O. Box 100 • Edgewater, Florida 32132-0100

**Director of Public Works
Position Available
June 5, 2025**

Position Title:	Director of Public Works
Closing Date:	Open until filled
Annual Salary Range:	\$86,299.20 - \$145,537.60
General Summary:	This position works under limited supervision and is responsible for the management and leadership of the Public Works Department. The position provides oversight of street maintenance, stormwater management, refuse collection services, and water and wastewater systems. This position reports to the City Manager.
Description:	<p>Responsible for the leadership and supervision of assigned personnel, including but not limited to employee selection, planning, reviewing, and assigning tasks, maintaining standards, addressing employee issues, providing counseling and progressive discipline, appraising performance, and recommending promotions, demotions, terminations, and salary adjustments.</p> <p>Develops and implements long-term capital improvement plans, prioritizes infrastructure projects based on community needs and available funding, and coordinates with other departments and stakeholders.</p> <p>Responsible for the effective operation, maintenance, and management of municipal utility systems, including water treatment and distribution, wastewater treatment and collection, solid waste management, street maintenance, and stormwater infrastructure to ensure reliable service delivery, regulatory compliance, and the protection of public health and environmental safety.</p> <p>Ensures all operations comply with federal, state, and local regulations, including environmental standards and workplace safety requirements, while maintaining proper documentation and reporting</p> <p>Prepares annual department/division budgets for submission to the City Manager and approval by the City Council, monitoring expenditures and the allocation of financial resources efficiently across various public works projects. This ensures cost-effective service delivery while maintaining fiscal responsibility and transparency.</p> <p>Serves as the primary liaison between the department and internal/external stakeholders, attending city council meetings, responding to citizen concerns, and communicating project updates and service interruptions to stakeholders.</p> <p>Promotes and sets the example for positive customer service by dealing respectfully with the public, city officials, fellow employees, and other stakeholders.</p> <p>Utilizes modern technology and systems for the processes of asset management, resource planning, productivity and cost monitoring, and the analysis of information to make data-driven decisions in the pursuit of continuous improvement, maintenance of accurate records of infrastructure conditions, and making data-driven decisions about maintenance levels of service and asset replacement life-cycles.</p> <p>Oversee the bidding process for public works-related construction and service contracts, negotiate agreements, monitor contract performance, and ensure quality standards are met while maintaining a competitive procurement process.</p> <p>During a declared emergency, infrastructure failure, or other crises, expected to be available for contact by City Manager, Department Directors, and other City personnel should hazardous issues arise during non-working hours, such as that which requires the coordinated response of Departmental forces and/or other City Departments, outside agencies, or the public at large. Comply with the emergency comprehensive plan prior to, during and after the declared emergency.</p>
Minimum Qualifications:	<p>Bachelor's Degree from an accredited college or university in public administration, business administration, or management, focusing on organizational leadership, budgeting, or project management (required).</p> <p>Registered Professional Engineer (P.E) in civil or environmental engineering in the State of Florida (preferred).</p> <p>A minimum of five (5) years of progressive leadership and management experience in public works, utilities, or related operations (required).</p> <p>Credentialed as a Certified Public Works Professional – Management (CPWP-M) (preferred).</p> <p>Valid Florida driver's license (required).</p> <p>Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities may be considered.</p>
<p align="center">Applications may be obtained from the Human Resources Department, or from our web site www.cityofedgewater.org Education documents must be submitted at time of application EOE/DFWP/VP</p>	

**Human Resources Department
104 North Riverside Drive
Edgewater, Florida 32132-0100
(386) 424-2400 • FAX (386) 424-2474**