



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

**Public Works Operations Division Manager  
Position Available  
September 8, 2025**

Position Title:	Public Works Operations Division Manager
Closing Date:	Open until filled
Annual Salary Range:	\$72,862.40 - \$122,865.60
General Summary:	Under limited supervision, is responsible for assisting with the administration, coordination, implementation, and management of the City's streets, solid waste (including refuse and recycling services), stormwater, and fleet maintenance divisions. Reports to the Director/Deputy Director of Public Works.
Description:	<p>Supervises assigned personnel, which involves such duties as assisting with selecting and allocating employees, planning, reviewing, and assigning work, training, maintaining standards, acting on employee problems, providing counseling/discipline, appraising performance, and recommending promotions, demotions, terminations, and salary actions.</p> <p>Assists with the planning, directing, and coordinating of the administration of assigned departmental functions. Recommends new or revised activities through studies and reports.</p> <p>Reviews, coordinates, and implements new or revised local, state, or federal laws and regulations of assigned Public Works operations.</p> <p>Responsible for compliance with the City's safety program for assigned departmental activities.</p> <p>Provides administration and direction to the divisions' superintendents in the assigned divisions. In the event of an absence of a superintendent in the assigned divisions, will manage the daily operations of such division.</p> <p>Supervises special projects of the assigned divisions, City programs, and work activities of assigned areas, and ensures compliance with city ordinances, policies, rules, and regulations.</p> <p>Assists with the preparation of the annual budget for assigned divisions to submit to the Director of Public Works. Monitors those divisions' budgets and adjusts operations accordingly.</p> <p>Recommends updates to the Department's Capital Improvement Plan (CIP). Implements funded capital projects and assists with developing, estimating, and selecting new capital projects for inclusion in the 5-year plan.</p> <p>Serves as project manager on a variety of city capital construction projects. Assists with the development of plans, contract documents, solicitation packages, associated permits (and compliance thereof), application for, and administration of grants or other special funding sources.</p> <p>Assists the City Engineer in reviewing site plans for compliance and best practices involving streets, rights-of-way, and stormwater.</p> <p>Assists with response to customer concerns.</p> <p>Works in conjunction with all city departments regarding various activities/functions.</p> <p>Prepares, reviews, and maintains various types of documents.</p> <p>Foster positive employee relations and employee morale on a city-wide basis.</p> <p>May be required to return to work to assist with emergency management preparation, response, and recovery activities.</p> <p>Performs other related work as required.</p>
Minimum Qualifications:	<p>High school diploma (required)</p> <p>Bachelor's degree (preferred)</p> <p>Five or more years of experience in municipal operations at the managerial/supervisory level (required)</p> <p>Solid Waste Spotter Certification obtained within 180 days (required)</p> <p>Professional Engineer (P.E.) or Engineer Intern (E.I.) registered in Florida (preferred)</p> <p>NPDES Erosion &amp; Sedimentation Inspector Certification obtained within 180 days (required)</p> <p>Valid Florida driver's license (required)</p>
<p>Applications may be obtained from the Human Resources Department, or from our web site <a href="http://www.cityofedgewater.org">www.cityofedgewater.org</a> Education documents must be submitted at time of application EOE/DFWP/VP</p>	