



AVAILABLE CAREERS

UTILITIES

1). UTILITIES DIRECTOR

Salary Range: \$54.08 -\$86.52 per/hr

Closing: TBD

JOB CODE (4195)

This is administrative work directing the operation of City of Lake Worth Electric, Water, Wastewater, and Customer Service operations. Work involves broad financial, technical and operational responsibilities that are performed through authorities derived from the City Manager. Performance is reviewed by the City Manager for effectiveness and efficiency of departmental operation in conformance with established goals and policies.

Essential Duties and Responsibilities: Read, analyze, and interpret all related technical documents. Maintain a strategic planning focus with an ability to oversee and guide daily operations. Make independent analysis and prepare effective, concise recommendations for utility operations and capital decisions including communicating technical information. Develops, maintains, and insures conformance with policies and procedures for the operation of City of Lake Worth Electric, Water and Wastewater Utilities. Responsible for making presentations to the public and in-house groups. Directs preparation of annual budget and controls operations within approved budget and ensures proper financial management of the Utility. Responsible for ensuring operations in accordance with City policies, County, State and Federal regulations. Ability to prepare reports, memos and presentations for City Manager, City Commission and other external organizations. The successful candidate will develop programs for future growth of the utility while establishing and maintaining policies to ensure safe working conditions and practices are maintained within the department. Establishes goals and objectives for department, groups, and divisions whiling planning, developing, and implementing long and short range capital improvement plans. Coordinates with various utilities and officials to develop interconnecting systems, bulk water sales, and utility service agreements. Prepares reports, memos and presentations for City Manager, City Commission and other external organizations. Represents the City of Lake Worth on Boards and Committee related to power supply, power plant fuel supply, owned generation entitlements, and wastewater treatment. Performs related work as required and other duties may be assigned.

UTILITIES...continue

UTILITIES DIRECTOR...continue

Knowledge, Skills, and Abilities: Comprehensive knowledge of public administration, management practices and methods regarding the operation of a municipal utility. Knowledge of electrical and water generation and distribution and wastewater collection and transmission. Management of infrastructure improvements and system upgrades. Extensive experience with utility regulatory compliance and capital improvements. Proven communication skills including oral, written and computer usage. Demonstrated leadership skills exhibited in prior positions through "ownership" and accomplishment of utility operational effectiveness and staffing efficiencies. Capital construction contract document preparation, analyses and effective oversight. Communications and team building skills essential. Experience in management, planning, oversight and regulatory compliance of utility operations including electric, water and sewer. Experience with capital improvement projects and project management. Extensive knowledge of management theory and practice. Extensive knowledge of the principles and practices of administering and directing the activities of managerial, professional, technical personnel in a large organization. Extensive knowledge of Municipal utility organization, operation and practices. Thorough knowledge of federal, state and local laws and regulations pertaining to electric utilities. Ability to plan and enforce a balanced budget, direct and coordinate a varied work program on large scale and establish and maintain effective working relationships with supervisors, the community at large, and public and private officials while maintaining effective public relations.

Education and Experience: Graduated from an accredited four (4) year college or university with major in engineering supplemented by specialized training in utility administration. Six (6) years of experience in the management of an electric, water or wastewater utility.

Certifications, Licenses, Registration: Licensed as a Professional Engineer, with ability to obtain State of Florida licensure within one year of employment . Must possess and maintain a valid state of Florida driver's license.



AVAILABLE CAREERS

UTILITIES ...continued

3). CUSTOMER SERVICE REPRESENTATIVE- PT JOB CODE (4007)

Salary Range: \$10.84 - \$16.80 per/hr

Closing: TBD

Under general supervision, responsible for handling customer questions, complaints, and billing inquiries with the highest degree of courtesy and professionalism to resolve customer issues with one stop resolution.

Essential Duties and Responsibilities: Essential duties and functions, may include the following; receive by e-mail, fax, or phone, inquiries from customers, contractors, and other City Departments. Responsible for answering customer requests or inquires concerning services, products, billing and equipment. Responsible for verifying customer account and services using various databases and software applications. Responsible for researching customer account information to explain services, charges and adjustments. Responsible for logging customer complaints, creating service requests and routing to the appropriate department (s). Responsible for maintaining and filing all generated service requests. Other duties as assigned.

Knowledge, Skills, and Abilities: Knowledge of good customer relations practices. Ability to communicate both orally and in writing and maintain effective communication and working relationships with City employees and the Public. Ability to handle multiple tasks and prioritize work while working with frequent interruptions and changes in priorities. Ability to handle conflict and uncertain situations. Ability to train others.

Education and Experience: Graduation from High School or equivalent, plus two (2) years experience in billing, credit counseling or customer service.

COMMUNITY SUSTAINABILITY

1). JUSTICE ASSISTED GRANT (JAG) INSPECTOR JOB CODE (1945) (3 YEAR POSITION)

Salary Range: \$18.68/hr

Closing: TBD

Responsible field and office work enforcing City codes and ordinances pertaining to minimum housing, zoning, building, signs, landscaping etc; Considerable public contact with property owners and general public demanding use of discretion, tact and courtesy.

Essential Duties and Responsibilities: Inspect buildings as to compliance with City codes; performs investigations and inspections as assigned regarding code violations and demolitions; observes conditions and issue notices for corrections to responsible parties for compliance; establishes and maintains such records, statistics, reports and controls as necessary to ensure compliance with applicable laws, ordinances and regulations; Inspects businesses for change in status that would affect licenses;

Education and Experience: High School Diploma/GED and experience in building inspections and/or enforcement of codes, ordinances and regulations relative to general construction practices;

Certification and Licenses: valid Florida Driver's License with an acceptable driving record; . Florida Associate of Code Enforcement (FACE) Level I certification required



AVAILABLE CAREERS

OFFICE OF MANAGEMENT AND BUDGET

1). OMB DIRECTOR

JOB CODE (1395)

Salary Range: \$33.51 - \$41.83 per/hr DOQ

Closing: TBD

This is a professional, technical, supervisory and administrative position that is responsible for managing the Office, Management and Budget program of the Administration Department. This position is responsible for the City's Budget, Capital Improvement Program, procurement, grants and management issues that impact the City's overall efficiency and effectiveness. This position is under the general supervision of an Assistant City Manager with a considerable amount of independence.

Essential Duties and Responsibilities: The OMB Director will own and drive the following responsibilities; manage the preparation of and present the City Budget, Budget amendments and Capital Improvement Program to the City Commission, make recommendations to department directors, administrators and the budget review team, answer interdepartmental inquiries on budget and purchasing issues, address questions from City Commission, advisory boards, and the public concerning all aspect of the City Budget/CIP either orally or in writing, coordinate and conduct analysis to assist in improving efficiencies and effectiveness of City operations. The successful candidate will analyze major purchases, contractual and capital improvement project requests for appropriateness and cost effectiveness, while assisting in the analysis of expenditure and revenue to monitor the City Budget. The successful candidate will approve requisitions and budget transfers for compliance with the City policy, at the same time overseeing and assisting in the City's formal bid/FRP process. The successful candidate will provide general direction to the Grant Writer on projects or programs to pursue grant opportunities, while promoting grant programs to departmental directors and senior management. This position is responsible for the supervision of both professional and clerical staff, including; hiring, managing, training, evaluating and completing performance reviews. The successful candidate will execute such other duties as are specified in this charter or may be required by the City.

May 9, 2012

OFFICE OF MANAGEMENT AND BUDGET (continue)

OMB DIRECTOR...continue

Knowledge, Skills, and Abilities: This position requires considerable knowledge of municipal budgeting, state TRIM requirements and financial reporting. The successful candidate will require an extensive knowledge of research methods and techniques, contract law, City, State and Federal laws governing the purchasing process for the City, and municipal management theory and processes. The successful candidate must possess the ability to utilize office software, exercise sound independent judgment and decision-making. This position requires the ability to communicate clearly and concisely, both orally and in writing. The successful candidate will possess tact, diplomacy and excellent interpersonal skills.

Education and Experience: A Masters Degree in Public Administration, Business Administration, or field related to municipal government budgeting. Five (5) years progressively responsible budgeting experience including three (3) years in a supervisory capacity; or an equivalent level of training and experience.

Certifications, Licenses, Registration: Valid Florida driver's license.



AVAILABLE CAREERS



Notice to All Applicants for Employment with the City of Lake Worth

Applicants for positions with the City of Lake Worth should know and be aware of the following:

- Applicants for employment who become candidates for available employment positions should note that employment is contingent upon satisfactory completion of all reference checks and pre-employment physical satisfaction (including drug and alcohol screening). Upon your request, information on the nature and scope of an inquiry, should one be conducted, will be provided you under FS 119.
- All applicants must agree to wear or use ALL PERSONAL PROTECTION EQUIPMENT required by the City and to comply with all Safety Policies and Procedures should they become employed by the City.
- All applicants who become employees of the City of Lake Worth must agree to the City's Payroll Direct Deposit Requirement.
- Furthermore, most of the job classifications within the City of Lake Worth workforce are covered by Collective Bargaining Agreements with the Public Employees Union (PEU), Professional Supervisors and Managers Association (PSMA), and International Brotherhood of Electrical Workers (IBEW). Consistent with Chapter 447 of the Florida Statutes, a bargaining unit employee has the right to join or not join the union. However, the Union is not obligated to represent a non-member.