



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT



THE CITY OF HOLLYWOOD, FL  
INVITES YOUR INTEREST IN THE POSITION OF  
WASTEWATER TREATMENT  
PLANT MANAGER

## THE COMMUNITY

The City of Hollywood is a beachfront community located in southeastern Broward County midway between Miami and Fort Lauderdale. Founded in 1925, Hollywood is approximately 30 square miles in size and is Broward's third-largest municipality with a population of roughly 143,000 residents.

The City of Hollywood is home to more than 60 parks, five golf courses, seven miles of pristine beaches, and the one-of-a-kind Hollywood Beach Broadwalk, a promenade that stretches two miles along the Atlantic Ocean. Named one of America's Best Beach Boardwalks by Travel + Leisure magazine, this brick-paved thoroughfare hosts pedestrians, joggers, bicyclists, rollerbladers, and millions of others every year. Dozens of eateries and inns line the Broadwalk and the promenade also features the Hollywood Beach Theatre, a children's water playground at Charnow Park, and many other attractions. Hollywood Beach also offers dozens of luxury hotels and condominiums, such as the Diplomat Resort & Spa Hollywood, Trump Hollywood, and Margaritaville Hollywood Beach Resort.

The City of Hollywood has steadily grown into a dynamic business hub with more than 10,000 companies. Approximately 80 percent of Port Everglades, the world's second-busiest cruise port, is located in Hollywood and the port is home to Royal Caribbean's Allure of the Seas and Oasis of the Seas, the largest cruise liners in the world. Hollywood also provides easy access to Fort Lauderdale/Hollywood International Airport and Miami International Airport, a major gateway to Latin America. Hollywood is also home to the Memorial Healthcare System, the nation's fifth-largest healthcare network, its flagship hospital, Memorial Regional, and the Joe DiMaggio Children's Hospital, the largest free-standing children's healthcare facility in Broward County.

Historic Downtown Hollywood is a lively commercial, entertainment, and cultural arts district. Highlighted by the Artspark at Young Circle and dozens of bars and restaurants, Downtown Hollywood hosts hundreds of concerts, music festivals, dance exhibitions, shows, art exhibits, and much more. You can enjoy a wide variety of live music and entertainment from jazz, blues, rock, and Latin, to R&B, all just a few steps apart.

The City of Hollywood is known for its hometown atmosphere, world-class beach, and exceptional quality of life.



## THE ORGANIZATION

The City of Hollywood has a Commission-Manager form of government. The Commission is a governing legislative body, and it has a fiduciary responsibility to its residents. As set by the City Charter, the Commission is made up of an executive at-large Mayor and six (6) representatives who are popularly elected to four-year terms.

The City Commission appoints the City Manager, City Attorney, and members of City Boards and Committees, and is responsible for:

- Adopting an annual budget
- Approving bargaining unit contracts for employees represented by labor unions
- Approving ordinances, laws, and resolutions
- Setting municipal service levels
- Setting policy

The City Commission members also serve as the Board of Commissioners for the Hollywood Community Redevelopment Agency.

The Adopted FY2024 Total Budget is \$758.9 million (net of transfers), which represents an increase of 15.7% or approximately \$103.2 million above the Adopted FY2023 Total Budget. The total number of authorized positions for FY2024 is 1,396.

## THE DEPARTMENT

The Department of Public Utilities provides water, wastewater, and stormwater management services to the citizens of Hollywood and several other governmental entities, referred to as "Large Users." The Department manages and operates a Water Treatment Plant (WTP) and the Southern Regional Wastewater Treatment (SRWWTP). The Water Treatment Plant produces an average of 23.8 million gallons of potable water per day. The SRWWTP collects and treats an average of 42 million gallons per day (MGD) of wastewater. The SRWWTP is rated for up to 55.5 MGD. The Department also provides treatment services to the Large Users such as the Cities of Dania Beach, Miramar, Hallandale Beach, Pembroke Pines; the Town of Pembroke Park; and a portion of Broward County.

The Department consists of seven (7) Divisions: Utilities Administration, Warehouse Management, Engineering

& Construction Services, Utility Billing, Water Treatment, Wastewater Treatment, and Underground Utilities.

The Department of Public Utilities provides water service to 140,000 permanent residents and many visitors. More than seven billion gallons of clean drinking water is provided to customers annually, and the quality of Hollywood's drinking water has earned the City numerous honors. These include the 2010 Utility of the Year, Winner of the 2008 and 2016 Best Tasting Drinking Water Contests, and the 2006 Consumer Confidence Water Quality Report Excellence Award.

The Southern Regional Wastewater Treatment Plant is located in Hollywood and operated by a crew of highly specialized Public Utilities staff members. The plant uses state-of-the-art technology to treat and dispose of nearly 39.1 million gallons of effluent each day.

The Department also maintains a water reclamation facility, allowing some treated wastewater to be used for the irrigation of parks, medians, and golf courses within the City.

## THE POSITION

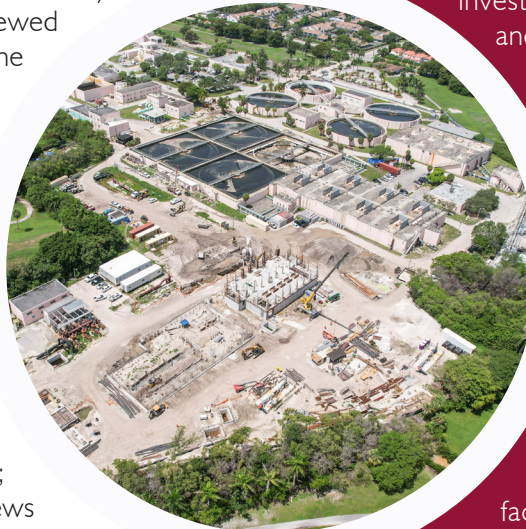
The Wastewater Treatment Plant Manager is responsible for the planning, budgeting, staffing, organizing, and directing activities for a 55.5 pure oxygen-activated sludge wastewater treatment facility with ocean discharge, two deep injection wells, a 4.0 MGD reuse system, a Schwing Bioset sludge process to produce a Class A sludge fertilizer product, and 67 wastewater pumping stations.

Supervision is exercised over subordinate personnel who, in turn, are responsible for operations, maintenance, electrical, and instrumentation services. The employee exercises extensive initiative and independent judgment in solving problems as they develop in order to maintain the continuous, effective, efficient and safe operation of the facilities. Technical expertise is of prime importance, as error in technical judgment could result in extensive damage to the environment, facilities, or both.

Administrative activities include policy formulation, budgeting, and personnel management. Work is performed with wide latitude in the use of independent judgment and selection of work methods and procedures, subject to executive direction and review by the Utilities Director or designee. Work is reviewed through conferences, reports, and observation of the operational success of the systems and achievement of objectives.

Duties and responsibilities of the Wastewater Treatment Plant Manager include:

- Prepares and monitors the budget for this division, including recommending savings and approving expenditures.
- Oversees the division payroll process; directs training and safety programs for personnel; makes decisions regarding hiring, discipline, and promotion of subordinates; authorizes leave of absence and overtime; reviews employees' performance. Makes recommendations on employee/labor relations issues.



- Coordinates the daily operations of the Wastewater Division; establishes operational and administrative policies; relays needed instruction and procedural revisions to the senior management staff and keeps staff informed on matters that pertain to their operations.
- Ensures that the wastewater treatment operations are functioning in compliance with the Broward County Environmental Protection Agency, the Florida Department of Environmental Regulation, and the USEPA.
- Confers with and advises staff on difficult technical problems in their assigned areas.
- Manages contract employees in the performance of equipment repair, material supply, and other activities.
- Produces specifications for equipment repair and upgrades for new equipment, services, and materials.
- Conducts meetings to resolve and produce specifications for equipment and services for compliance with regulatory agencies.
- Resolves grievances and discipline, reviews employee performance evaluations, and approves salary increases and promotions.
- Initiates and directs laboratory investigations, analyzes results, and directs adjustments of processing methods to improve efficiency.
- Assists with the preparation of plans, specifications, and contracts for construction, repair or maintenance of facilities.
- Works with ECSD and consulting engineering firms making recommendations for new facilities, equipment, and modifications of existing facilities.

- Effectively and positively represents the City in delivering and performing work with colleagues and clients.
- Establishes and maintains effective and professional relationships with work colleagues, supervisors, and managers.
- Performs other related work as required.



## THE IDEAL CANDIDATE

The ideal candidate will be a collaborative, team-oriented leader with a supportive mentoring management style. An individual who is customer service-focused, decisive, and accountable is needed. The City currently has many ongoing projects and even more projected over the next five years; thus, a long-term commitment to the City is needed.

The ideal candidate will fit well in a culture where staff are part of a close-knit group who support each other and are empowered, solutions-oriented, and encouraged to bring new ideas forward. Must have exceptional interpersonal, communication, and relationship-building skills.

Requirements include a bachelor's degree in engineering, business administration or the sciences supplemented by ten (10) years of progressively responsible experience in the operation and maintenance of wastewater treatment and collection systems; including at least four (4) years in a supervisory administrative capacity. Must possess, or have the ability to obtain, a State of Florida, Class "A" Wastewater Treatment Plant Operator's certificate, within one (1) year from the initial date of hire.

Additional education and experience or an equivalent combination of training and experience may be substituted for the above requirements.

## COMPENSATION

Starting salary is open, dependent upon qualifications, and is accompanied by a competitive benefits package. The State of Florida does not have a state income tax.

## TO APPLY

If interested in this outstanding opportunity with the City of Hollywood, visit [www.srnsearch.com](http://www.srnsearch.com) to apply online. The first review of resumes will take place on April 24, 2024; the position is open until filled. Resumes will be screened

according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the City of Hollywood. Candidates will be advised of the status of the recruitment following the selection of the Wastewater Treatment Plant Manager.

The City of Hollywood is an Equal Opportunity Employer that prides itself on its diversity, equity, & inclusion. The City does not discriminate on the basis of race, color, religion, national origin, sex, gender identity (including gender expression), sexual orientation, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.

Under Florida's Public Records/Sunshine Laws, applications and resumes are subject to public disclosure.

**Questions regarding this recruitment may be directed to:**

**Ms. S. Renée Narloch, President**  
**S. Renée Narloch & Associates**  
[info@srnsearch.com](mailto:info@srnsearch.com) 850.391.0000  
[www.srnsearch.com](http://www.srnsearch.com)

