



CITY OF CAPE CORAL, FL
INVITES YOUR INTEREST IN THE POSITION OF
PUBLIC WORKS DIRECTOR

THE COMMUNITY

Cape Coral (approx. pop. 213,000) is Lee County's peninsular city, located along Southwest Florida's beautiful, renowned Gulf Coast. Nestled between the scenic Caloosahatchee River, Charlotte Harbor, and the Intracoastal Waterway, Cape Coral is known as a "Waterfront Wonderland."

"The Cape" is the 8th largest city in Florida and the largest city between Tampa and Miami, comprising 120 square miles. It is a tropical community with year-round recreational activities, warm and friendly residents, and an excellent quality of life.

Cape Coral began in the 1950s as one of the first master-planned communities. Today, the city is one of the fastest-growing cities in the nation. What makes Cape Coral uniquely different from other cities is its sense of community, where residents care about neighbors, and when they need help, they pitch in.

The Cape's picturesque waterfront paradise has many attractions for residents and tourists alike. Its 400 miles of canals (some of which are nearly 200 feet wide!) are open to boating and fishing with direct access to the Caloosahatchee River and the Gulf of Mexico. Downtown Cape Coral has an array of stores, shops, restaurants, and a weekly farmer's market, which is a center of the community and offers mouthwatering goods.

Community amenities include the Cape Coral Parks System and a City-owned golf course. Community events include cultural, arts, and annual celebrations and festivals, including Bike Nights, Sounds of Jazz, Tour de Cape, and Red, White & Boom. For outdoor and cultural enthusiasts, there are golf courses, tennis courts, athletic parks, nature preserves, museums, music, and plays. Those who love nature will find wonderful local ecological preserves and parks where wildlife abounds.

Trends in the Cape Coral Housing market reflect growth and revitalization for the city. Although Cape Coral offers the luxury of coastal South Florida living, the homes are affordable by the standards of most real estate throughout the country.

Growth momentum in Cape Coral is sustained by continuously expanding public and private school systems with high-performance standards. The city's public schools are operated by the Lee County School Board, which is planning to construct as many as 40 new schools in Lee County in the next decade.

Cape Coral is only 14 miles from the Southwest Florida International Airport, which serves nearly eight million



passengers annually. Other commercial airports in the region are located in Sarasota, Tampa, West Palm Beach, Fort Lauderdale, Miami, and Punta Gorda.

Over the last several years, Cape Coral has received various accolades as a great place to live, work, and play, including awards recognizing the city for safety, the fastest growth rate (population and economy), the most affordable, and the most anticipated job growth. Cape Coral is consistently ranked #1 or #2 in terms of safety for cities its size in Florida and is currently ranked in the Top 10 cities nationwide for population growth.

THE ORGANIZATION

The City of Cape Coral's vision is to thoughtfully grow into a vibrant and inclusive community that encourages residential character, creates economic opportunity, and ensures respect for its unique environment. Its mission is to provide services and resources that enhance the quality of life for those who live, learn, work, and play in Cape Coral. The City's guiding principles and core values include Integrity and Transparent Government; Environmental Sustainability; Public Safety and Quality of Life; Fiscally Responsible; Citizen and Community Engagement; and Innovative Thinking.

Incorporated in 1970, the City has a Council-Manager form of government. The Council consists of a Mayor and seven (District) Council members elected at large to four-year staggered terms with a two-term limit. The City has three charter officers—City Manager, City Attorney, and City Auditor, each of whom reports to the City Council.

Cape Coral is a full-service city with several departments and offices, including Capital Improvements Projects, Communications, Development Services, Economic and Business Development, Financial Services, Fire, Human Resources, Parks and Recreation, Police, Public Works, Information Technology Services, Utilities, and a Community Redevelopment Agency (CRA). The City has about 1,877 full-time equivalents and a total FY2024 adopted budget of \$1.1 billion, including a General Fund of \$228 million and a Capital Projects Fund of \$60 million.

The City has a robust Strategic Plan which aligns with the Council's goals and priorities of City Services and Amenities; Communication; Economy, Education, and Workforce; Fiscal Sustainability; Infrastructure; and Environmental Sustainability.

The City Government is fiscally conservative, proactive in meeting challenges, and consistently supportive of

allocating resources for superior services. The City values its businesses and encourages economic development while managing sensible growth and protecting the environment. Citizen participation and input in the governmental processes are highly valued, as is transparency with the government operating “in the Sunshine” and under very broad open public records laws.

THE POSITION

Under the general supervision of the City Manager, the Public Works Director oversees 300+ staff and directs all functions related to stormwater, transportation, environmental resources, solid waste, survey, facilities, real estate, and fleet. The Director has complex budgetary responsibilities; recommends, implements, and administers Public Works policies, plan ordinances, and objectives; and provides advice and assistance on Public Works matters throughout the City.

Essential duties and responsibilities include:

- Directs the planning, survey, design, permitting, and construction of City Transportation and Stormwater projects. Maintains existing facilities within established plans.
- Directs the development and implementation of the City's Transportation system. Coordinates with state and county agencies for expansion of these systems.
- Directs the operations & maintenance of the City's Transportation and Stormwater systems.
- Directs the City's Fleet Management, Facilities Management, and Solid Waste Management Programs.
- Directs the City's Lot Mowing Program and related programs.
- Directs the City's Environmental Resources function, including all laboratory and related testing functions.
- Directs the Driveway/Swale stakeouts and inspections.
- Serves as the Stormwater Director for the Stormwater Management Utility.
- Serves on the Selection Advisory Committee (SAC) and as staff leader for the City's Transportation Advisory Commission CTAC).
- Researches existing data and information for trends, inconsistencies, and continuity of programs and functions within the department.
- Sets a high standard of professionalism through appearance, respect for personnel, and professional communication.
- Attends and participates in meetings with the City Manager and other administrative staff concerning priority City business.
- Facilitates staff meetings and participates effectively in promoting overall team management.
- Represents the City, provides agenda or supporting information, and/or participates in meetings of the City Council and other government boards and commissions, as necessary.



- Participates in or provides information for neighborhood and civic group meetings, state and regional associations, or events as applicable to Department functions.
- Evaluates assigned personnel for efficiency and effectiveness; initiates personnel actions of hiring, promotion, discipline, termination, training, and development; resolves or refers personnel problems or grievances; directs and assigns work to employees that report to them; and provides technical support and guidance in their work activities.
- Uses organizational ability and knowledge to allocate responsibilities to resource components, monitor and coordinate activities, and ensure successful performance and achievement of overall objectives.
- Assists with union negotiations, including research, data analysis, suggestions, and strategies; serves as a management representative on the labor relations team and participates in active negotiations at the bargaining table.
- Formulates and implements practices, rules, techniques, and procedures to improve organizational efficiency; assists in establishing policies.
- Executes administrative decisions in accordance with state statutes, codes, and ordinance interpretation.
- Prepares and submits Department operating and capital budgets and strategic plan; manages budgets within constraints.
- Consults with other departments to coordinate work activities as needed and to maintain effective and efficient departmental operations.
- Attends speaking engagements upon request.
- Performs Department Administrator responsibilities for safety, risk management, and the emergency management response team.
- Initiates and completes special projects, programs, or reports as directed by the City Manager or City Council.

- Participates in professional training meetings, seminars, conferences, etc., to stay current on best practices in the field of public works operations, including infrastructure maintenance, transportation, environmental, and internal services.
- Performs other job-related duties as required.

Cape Coral, which is only half built out, is projected to reach 450,000 population in the next ten years, substantially impacting its service levels.

The city is an environmentally sensitive community with over 400 miles of canals, which is the heart of its drainage system and provides significant recreational and economic opportunities. The canals also provide many unique challenges related to water usage, drainage, and maintenance, including dredging and seawalls.

The current City Manager served as the most recent Public Works Director for one year. Additionally, the prior Public Works Director is now the Director of Capital Improvement Projects.

THE IDEAL CANDIDATE

The ideal candidate is a professional leader with a collaborative, mentoring management style. Must be approachable, accessible, responsive, and highly energetic with a strong commitment to customer service.

The Public Works Director must work well with other departments and agencies, both internal and external to the organization, including labor union management.

An individual who is ethical, trustworthy, and transparent is needed. Must demonstrate sound, independent judgment and be politically astute, yet remain apolitical. Excellent verbal and written communication skills are essential.

REQUIREMENTS

Requirements include a Bachelor's degree from an accredited college or university in Civil Engineering, Public Administration, Business Administration, or a related field; a Master's degree is preferred. Must also have at least ten (10) years of experience in engineering fields in position(s) of increasing responsibility and complexity, including five (5) years in pertinent areas such as Transportation, Water/Sewer or Stormwater systems, construction contracts, surface water management, and management of complex organizations with experience in budget preparation. Five (5) years must be in a supervisory role.

Must possess a Florida Professional Engineer (P.E.) License or registration as a P.E. in another state and successfully



obtain a Florida License within nine (9) months of hire. Must have a valid Florida driver's license or obtain one within thirty (30) days of hire or promotion. In the event of an emergency, the Director will be required to report and carry out duties as directed.

COMPENSATION

The starting salary will be competitive and dependent on qualifications. Florida does not have a state-level income tax. The City offers an excellent benefits package, including:

- City-paid employee health coverage (additional for spouse or family)
- 5 weeks PTO (sick & vacation) and 11 paid holidays
- Pension plan
- City-paid life and long-term disability
- Optional Vision and Dental Plans
- Employee Health & Wellness Center for health care services
- Tuition reimbursement
- Gym membership reimbursement
- And much more!

TO APPLY

If you are interested in this challenging but rewarding opportunity, visit our website at www.smsearch.com and apply online. The position is open until filled; the first review of resumes will begin on December 18, 2023. 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. Candidates will be advised of the recruitment status following the selection of the Public Works Director. The City of Cape Coral is an Equal Opportunity Employer and values diversity at all levels of its workforce. *Pursuant to Florida Open Records laws, applications and resumes are subject to public disclosure.* **Questions regarding this recruitment may be directed to:**

Ms. S. Renée Narloch, President
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