Public Works Director – Job Description – Ad:

The City of Live Oak is seeking a team-oriented and community-minded candidate to plan, organize, supervise, oversee, manage, and direct the day-to-day operations of the Public Works Department for the City of Live Oak. The duties of the Public Works Director, under the general direction and supervision of the City Manager, include but are not limited to:

Streets, Sanitation, Stormwater, and Groundskeeping staff and operations
Animal Control and Animal Kennel staff and operations
Contracted utilities company over Water, Sewer, and Natural Gas staff and operations
Contracted utilities company over Wastewater and Water Treatment Facilities staff and operations
Capital Improvement Projects
Special Projects
Grant Projects

Minimum Qualification:

A four-year bachelor's degree in Civil, Mechanical, or Environmental Engineering, Construction Management, Public Administration or other related field from an accredited university, or;

A high school diploma and/or two-year college degree, plus a minimum of five (5) years of progressive experience in the operations, maintenance, and administration of a Public Works Department, or similar entity;

AND

A minimum of three (3) years of experience of direct supervision of five (5) or more subordinate staff;
Experience in the governmental/public sector is preferred;
Strong and effective oral and written communication skills;
Proficient in Microsoft Office computer skills, including Excel, Word, Outlook, and similar office suite software;
Must have a valid Driver's, and obtain a State of Florida issued driver's license upon relocation, if applicable; and have a clear driving record for the past three (3) years;
Must live or relocate to reside within a sixty (60) mile radius of the City of Live Oak, Florida;
Must pass a background check and substance test.

Desired Qualification:

FEMA Certified
State of Florida Class "C" Drinking Water Operator License
State of Florida Class "C" Wastewater Operator License

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