



POSITION TITLE: DIRECTOR OF OPERATIONS

REPORTS TO: CITY MANAGER

OPENING DATE: 05/20/2026 CLOSING DATE: 06/01/2026

SALARY: DOQ FLSA STATUS: EXEMPT

DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER

Position Summary

The Director of Operations serves as a senior executive leader responsible for directing and overseeing the City's core infrastructure and service operations departments, including Public Works, Water & Sewer Utilities, Maintenance, Facilities Management and Parks and Recreation.

This position ensures reliable municipal services, regulatory compliance, infrastructure sustainability, and operational efficiency while maintaining fiscal responsibility and high service standards for residents and businesses.

Essential Duties and Responsibilities

Executive Leadership

- Serve as principal operations advisor to the City Manager.
- Implement Commission policies related to infrastructure and utility services.
- Provide strategic direction for capital improvements and infrastructure planning.
- Present operational updates and performance metrics to the City Commission.
- Coordinate cross-departmental collaboration to ensure service continuity.

Departmental Oversight

Public Works

- Oversee roadway maintenance, drainage systems, stormwater infrastructure, fleet operations, and right-of-way maintenance.

- Develop and manage preventive maintenance programs.
- Coordinate infrastructure projects and contractor performance.
- Ensure compliance with environmental and safety regulations.

Water & Sewer Utilities

- Direct operations of water distribution and wastewater collection systems.
- Ensure compliance with state and federal regulations, including standards established by the Florida Department of Environmental Protection.
- Oversee system maintenance, repairs, emergency response, and utility capital improvements.
- Monitor water quality testing, reporting, and regulatory documentation.
- Coordinate with regional providers such as Miami-Dade Water and Sewer Department (if applicable).

Maintenance Division

- Supervise citywide maintenance operations, including parks, grounds, signage, and municipal assets.
- Implement asset management and life-cycle replacement programs.
- Ensure timely response to work orders and service requests.

Facilities Management

- Oversee maintenance and repair of City buildings and facilities.
- Manage HVAC, electrical, plumbing, and building systems.
- Ensure compliance with safety, ADA accessibility, and building standards.
- Coordinate renovations, upgrades, and capital facility projects.

Budget & Capital Improvement Oversight

- Develop and manage operational and capital budgets for assigned departments.
- Oversee procurement, contract administration, and vendor performance.
- Lead preparation and execution of the City's Capital Improvement Plan (CIP).
- Identify grant funding and infrastructure financing opportunities.
- Monitor expenditures to ensure fiscal responsibility and sustainability.

Regulatory Compliance & Risk Management

- Ensure compliance with federal, state, and local regulations.
- Oversee safety programs and OSHA compliance.

- Direct emergency preparedness and response operations for infrastructure systems.
 - Coordinate continuity of operations planning for utilities and facilities.
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Organizational Leadership

- Supervise department directors, managers, and supervisory staff.
 - Establish performance standards and measurable service benchmarks.
 - Promote workforce development, certifications, and technical training.
 - Foster a culture of accountability, professionalism, and customer service.
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Knowledge, Skills, and Abilities

- Extensive knowledge of municipal public works and utility operations
 - Understanding of water and wastewater regulatory frameworks
 - Capital project management expertise
 - Budget development and public finance knowledge
 - Knowledge of asset management systems
 - Strong leadership and crisis management abilities
 - Ability to analyze infrastructure data and implement improvements
 - Excellent communication and public presentation skills
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Minimum Qualifications

- Bachelor's degree in Public Administration, Engineering, Construction Management, or related field (Master's preferred).
 - Minimum 8–10 years of progressively responsible experience in municipal operations or utility management.
 - Experience overseeing multiple infrastructure-related departments.
 - Professional Engineer (PE) license or relevant certifications preferred (if applicable).
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Physical Requirements

- Ability to sit for extended periods in office setting.
- Ability to inspect field operations and construction sites.
- Ability to walk uneven terrain and access facilities.

- Ability to respond during emergencies, including after hours and during hurricanes or declared emergencies.
 - Visual acuity to review engineering plans, reports, and system data.
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Work Environment

- Combination of office and field environment.
 - Exposure to outdoor weather conditions and construction environments.
 - Subject to emergency activation during declared emergencies.
 - Regular attendance at evening Commission meetings may be required.
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HOW TO APPLY:

Must submit a cover letter, resume and three (3) references. Send completed submittal via email or to the address below:

City of Florida City
Attn: Human Resources
404 West Palm Drive
Florida City, Fl 33034
305-247-8221
pdirector@floridacityfl.gov