

# The City of Coral Gables, Florida

**THE CITY BEAUTIFUL**

Invites your interest in the position of

## **PUBLIC WORKS ASSISTANT DIRECTOR FOR SOLID WASTE**



### **ABOUT CORAL GABLES, FLORIDA**

Coral Gables has a residential population of approximately 51,133 and encompasses 12.92 square miles southwest of Miami in Miami-Dade County, Florida. Since its incorporation in 1925, it has been considered one of South Florida's premier residential communities. The City has approximately 11 million square feet of office space and has developed into an international center of commerce serving as divisional headquarters for more than 150 multinational companies and 19 consulates and trade offices. The downtown area of Coral Gables is a vibrant business environment due to its central location, proximity to international travel hubs, quality dining, and exceptional hotels. The University of Miami, the largest private employer in Coral Gables, instructs approximately 17,000 students and employs approximately 15,100 full-time faculty and staff.

The City of Coral Gables supports both the residential and business sectors with excellent City services, having attained the highest possible standards in every field. The City employs 846 FTE's who collectively provide a full array of municipal services. The community is highly regarded and generously supports their City government. The City has made a strong commitment to municipal excellence which is evidenced by numerous nationally recognized awards and achievements. A few examples include AAA bond ratings by all three national rating agencies and fully accredited Police and Fire Departments. In fact, in 2014, the City's Police Department earned its seventh re-accreditation from the Commission on Accreditation for Law Enforcement Agencies (CALEA), the international gold standard in public safety. The City's Fire Department is one of only a handful of fire departments nationally to hold the distinction of Class 1 status for providing exemplary fire protection to the community. In addition, in 1993, Coral Gables became the first municipality ever to receive the National Emergency Management Award. The City's Recreation Department is one of only 155 departments accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

## GOVERNANCE AND ORGANIZATION

The City of Coral Gables is governed by a Commission-Manager form of government. Within this framework, the City's residents elect a five-member City Commission charged with providing community leadership and developing policies to guide the City Administration's delivery of services. The Commission appoints the City Manager who serves as chief administrator of the City and ensures that the Commission's policies are properly executed. The Commission also appoints the City Attorney and the City Clerk. Coral Gables' City Commissioners are elected to four-year, staggered terms. The Mayor serves for two years.

The City Manager is the Chief Executive Officer appointed by the Mayor and City Commission and carries out the policy direction of the City Commission. Pursuant to the City Charter, the Manager appoints and removes all employees in the administrative service of the City. The City Manager's Office directs the daily activities of the City of Coral Gables, oversees a budget of \$195 million and serves a community of approximately 50,000 residents within a 14 square mile area. The City Manager and Assistant City Managers direct and supervise the activities of 10 City departments including the Public Works Department which contains the Solid Waste Division.

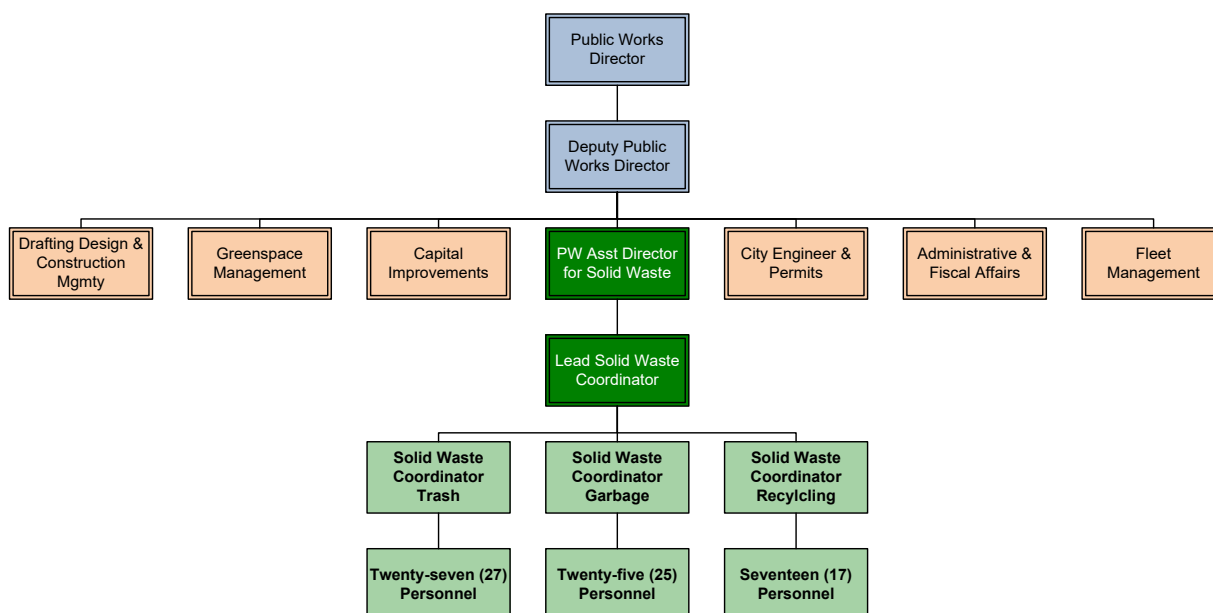
## ABOUT THE PUBLIC WORKS ASSISTANT DIRECTOR FOR SOLID WASTE

The Assistant Director reports to the Public Works Director and is responsible for the management of the Solid Waste Division. The Solid Waste Division is committed to providing high quality friendly service that ensures that the public receives excellent waste collection service while minimizing environmental impact. The Assistant Director also serves as the Debris Manager during weather or other emergencies. The Solid Waste Division is composed of approximately 75 union represented employees with an operating budget of \$11.6 million. It provides garbage, yard waste, and recycling collection for approximately 11,000 single-family homes. Commercial collection is conducted through private contracting. Backyard garbage collection is conducted twice per week while backyard recycling and curbside trash collection is conducted once weekly. This results in 44,000 customer "touches" per week. Weather and other emergencies requiring debris removal are planned and implemented using the National Incident Management System (NIMS) guidelines to prevent, protect against, mitigate, respond to, and recover from incidents.



**CORAL GABLES**  
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# City of Coral Gables Public Works Department Organizational Chart



The Division is operating with up-to-date equipment and technology. It is currently transitioning its trash/bulk service from a crane and two dump trucks per route to a self-loader operation. Managing and meeting the expectations of the 51,000 City residents are both challenging and rewarding aspects of this position.

## Essential Duties and Responsibilities (from the City's Job Description)

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- Supervises the Department's activities involved in waste collection operations including garbage, yard waste, vegetative debris, bulk waste and recycling.
- Administers approved contracts for commercial and multifamily sanitation and recycling services.
- Provides oversight and leadership of systems and processes to assure effectiveness and efficiency of the City's sanitation operations.
- Prepares and gives public presentations to the City Commission and other organizations. Prepares Commission packages and assists in assembling legislation for action by the Commission.
- Performs administrative functions to include preparing reports and correspondence, maintaining Department records, and attending various department and committee meetings.
- Demonstrates leadership by advocating for innovation and strategic change and promoting the development of a diverse and engaged workforce.
- Manages and develops a qualified staff, ensuring professional and courteous service from all employees in support of the City's mission, values, customers, and stakeholders.
- Oversees the establishment and priorities for the divisional budget and initiatives including responsibility to monitor and maintain operations within the established budgets.
- Develops and implements long range and annual action plans to meet the needs of a growing City.
- Leads the effort to become a good regional partner with neighboring municipalities.
- Remains informed of cutting-edge technologies and advancements in municipal Public Works programs and systems of fleet management.





- Works with the Automotive Assistant Director to maintain a well-equipped and efficient state-of-the-art sanitation fleet,
- Performs administrative functions including the review and approval or disapproval of cost proposals, purchase requisitions, payroll, leave requests, purchase card statements, employee evaluations, and disciplinary action.
- Conforms with and abides by all regulations, policies, work procedures and instructions.
- Conforms with and abides by all applicable safety rules which include wearing and using all appropriate safety equipment,
- Performs other related tasks as required.

#### Knowledge, Skills, and Abilities

**Comprehensive knowledge:** Knowledge of current practices, procedures and techniques in waste collection and disposal. Knowledge of the principles and practices of public works administration. Knowledge of cost estimates, plan specification, and contracts pertaining to service contracts particular to commercial and multifamily sanitation. Knowledge of management and supervisory practices. Must have a strong character of service ethics and integrity, and the ability to respect confidentiality in the decision-making process

**Able to:** Develop and administer division goals, objectives, and procedures; analyze problems, identify solutions, project consequences of proposed actions and implement appropriate strategy; interpret and apply local, state, and federal rules, regulations, policies, and procedures; communicate effectively, verbally and in writing; establish effective working relationships. Ability to make field inspections of service operations. Ability to prepare and monitor budgets and prepare reports. Ability to establish and maintain effective working relationships with employees, peers, public officials, consultants, other agencies, and the public. Good verbal and written communication skills are necessary. Ability to supervise the work of others in a manner conducive to full performance and high morale.

**Skilled in:** Evaluating issues and developing plans for improvement of the quality of services for clients, and for cost effective management of allocated resources; analyzing and interpreting issues, evaluating alternatives, and making logical recommendations based on findings; using initiative and independent judgment within established procedural guidelines; working effectively with a diverse community; reading and interpreting rules and regulations, and effectively advising Department staff on operational, program and facility issues.

More information about the City of Coral Gables and this position is available on the City's website at [www.coralgables.com](http://www.coralgables.com).

## REQUIREMENTS

**Education** - - Associate degree or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**Experience, Training & Skills** - - At least five years of responsible professional experience in an executive leadership position managing in a Public Works department of comparable size and complexity. Thorough knowledge of the principles, techniques, and accepted practices of sanitation collection, including knowledge of vehicle and equipment operation and maintenance, and the proper collection and disposal of solid waste. Knowledge of financial, data analysis and budgeting. Familiarity with the principals involved in the cost-effective purchasing of department vehicles and equipment and related materials and supplies.

To succeed in this position the selected candidate must have a proven track record of firm leadership in a demanding and challenging management environment. The ideal candidate must possess exceptional interpersonal skills both verbal and written, as well as the ability to make effective public presentations. In addition, the selected candidate must be a strong leader with the ability to provide efficient and effective direction to the Solid Waste Division's diverse group of employees. The Assistant Director must build, maintain and enhance relationships with employees, members of the community, City management and the City Commission.

**Compensation and Benefits:** The beginning salary is negotiable depending upon qualifications and is expected to be highly market competitive. Benefits for Executive Employees include City-paid medical insurance for employee and available dependent coverage City paid at approximately 50%, a choice of retirement options including defined benefit and defined contribution plans, an attractive paid time-off program including cash-out and conversion provisions, an auto allowance, tuition reimbursement, relocation assistance and more.

**To Apply:** This position will remain open until filled. The City is anxious to fill it as soon as possible. If interested, you are encouraged to submit your resume and cover letter with current salary without delay to [slavin@bellsouth.net](mailto:slavin@bellsouth.net)

For additional information please contact either:



Robert E. Slavin or David Krings  
**SLAVIN MANAGEMENT CONSULTANTS**  
 3040 Holcomb Bridge Road #A1  
 Norcross, GA 30071  
 Phone: (770) 449-4656

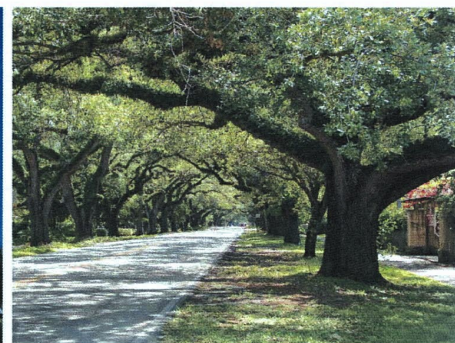
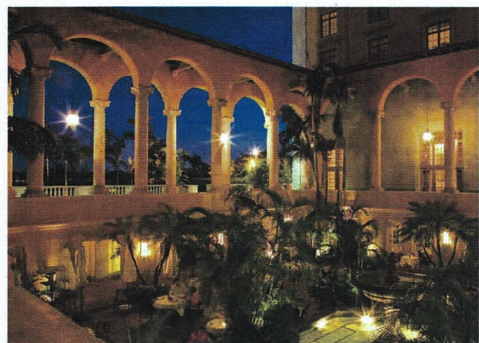


**The City of Coral Gables is an Equal Opportunity Employer and strongly encourages minorities and women to apply.**

**Note:** Under Florida law, all applications are public record once submitted. However, as a practical matter the media generally does not show interest in most management level positions.



## Coral Gables 2020—2022 Strategic Plan - - City Manager's Message



**A**s the City of Coral Gables approaches its 95th year, we can reflect upon the decades of phenomenal achievements of the city and its people, but we must also focus our attention on the city's future and our unwavering commitment to our Mission – *To honor our history by providing exceptional services that enhance the quality of life for our community.*

The path to that future is encapsulated in one comprehensive, well-planned document, our 2020-2022 strategic plan. This plan will serve as the city's roadmap for our journey toward performance excellence and realizing our Vision of being “a world-class city with a hometown feel.” It describes the strategic goals and objectives we aim to accomplish over the next three years, detailing specifically our intent to achieve world-class performance levels in all key measurement areas while embodying our GABLES values:

**Governance with integrity** – making ethical and wise choices with guided thought and transparency

**Aesthetics** – preserving and enhancing the beauty of our city

**Balanced** – considering all interests: residents, businesses, and workforce; celebrating diversity; being fair and equitable

**Learning** – inspired by our history, committed to excellence and innovation for our future

**Exceptional service** – being accessible, accountable, and respectful – exceeding expectations with pride

**Sustainability** – stewardship of all resources: people, finances, facilities, and the environment

The city remains committed to delivering essential municipal services in an exceptional way, using new technology and good old-fashioned customer service combined with best practices, high performance standards, accountability, and transparency at all levels of the organization. A great example of how we conduct ourselves as good stewards of the city's resources is the planning, construction, and ultimate occupation of our new Public Safety Building depicted on the cover of this plan. This modern facility will be state-of-the-art, and aesthetically representative of Coral Gables. We look forward to beginning our operations there during the summer of 2020.

In addition, this strategic plan includes the city's ongoing commitment to fixing/replacing sidewalks, investing in traffic calming and mobility solutions, increasing the geographic areas served by parks and playgrounds, and renovating our facilities; all of this designed to enhance safety initiatives and preserve the quiet residential neighborhoods that make Coral Gables “The City Beautiful.”

First and foremost, our mission is public service and, we, your City Staff, want to thank you for allowing us the opportunity to serve you in a world-class manner.



Peter Iglesias  
City Manager