

THE CITY OF VENICE, FLORIDA

IS SEEKING CANDIDATES TO SERVE AS

CITY ENGINEER



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Venice Pier

THE CITY OF VENICE, FLORIDA

The Town of Venice was incorporated in 1926 and renamed the City of Venice by Florida Legislature in 1927. Located in Sarasota County on Florida's southwest Gulf Coast, Venice enjoys a semi-tropical climate with an average high temperature of 82 degrees and an average daily low of 64 degrees. The City is known for its beautiful beaches and coastal charm. Today, Venice occupies a land area of 18 square miles and serves a population of 28,967 full-time residents, as well as an additional 10,000 in season (November through May).

Venice is famed as the Shark Tooth Capital of the World with 3.5 miles of beautiful Gulf beaches and more than 35 parks and recreational areas. City Hall is located within walking distance to the beach, Venetian Waterway recreational trail, and the historic downtown shopping and dining district.

The economy of the City and Sarasota County is a blend of tourism, retirement industries, service industries, light manufacturing and construction.

The population of Venice has risen over the past ten years from 21,418 in 2015 to 28,967 in 2024, an average increase of 3.1% per year. The population increase is attributed more to migration than births and deaths. Over the past decade, City property assessed valuations have steadily increased from \$3.0 billion in 2015 to \$6.6 billion in 2024, an average annual increase of 8.1%. There are no indications that this growth will moderate any time soon.



Heritage Park

THE CITY GOVERNMENT

The City of Venice operates under the council-manager government. Accordingly, policymaking and legislative authority are vested in the City Council consisting of the Mayor and six other Council members. The City Council is responsible, among other things, for passing ordinances, adopting an annual budget, appointing committees, and hiring the City Manager, City Attorney, and City Clerk.

The City Manager is responsible for carrying out the policies and ordinances adopted by the Council, for overseeing the day-to-day operations of the City, and for appointing all department heads.

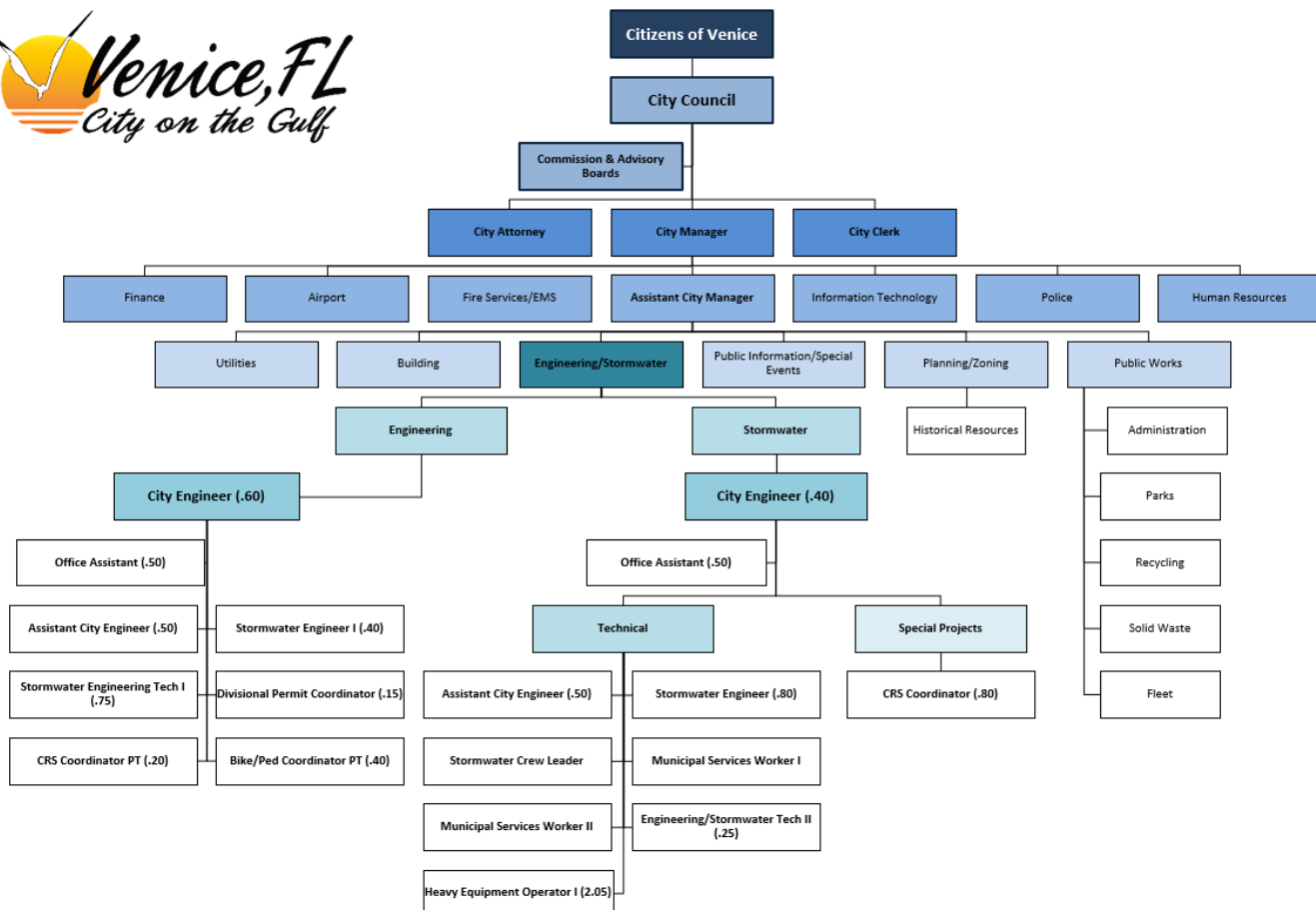
The City provides a full range of services that include public safety, construction and maintenance of streets and other infrastructure, solid waste collection and disposal services, recreational activities, and cultural events. The City also operates water, wastewater, and storm water utilities and has a municipal airport which is a historic general aviation facility. The City of Venice FY 2025 Total Budget is \$180,113,955 of which \$51,990,998 comprises the General Fund. The budget supports 402 City employees.

MISSION

The Mission of Venice City Government is to provide exceptional municipal services through a financially sustainable City with engaged citizens.

City of Venice, Florida

Organizational Chart Engineering and Stormwater Detailed



ENGINEERING AND STORMWATER

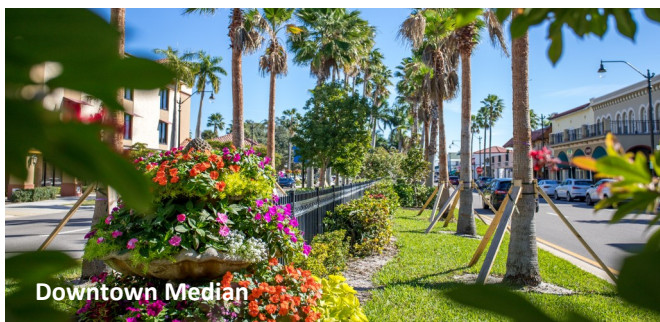
Engineering

Engineering capital improvements and stormwater enterprise fund are managed and directed by the City Engineer. Engineering staff are responsible for all aspects of contract administration for capital projects including project management, field supervision, grant management and project tracking for other City departments in addition to Engineering/Stormwater Projects.

Engineering design work is provided for in-house projects by qualified staff with consultants hired for specialty work or large-scale design and construction engineering inspection (CEI) services. The Engineering staff reviews construction plans, site plans, planned developments and plats to ensure that private developments meet the City's engineering codes and the latest version of the City Standard Details. Periodic field inspections conducted during construction confirm that infrastructure installation methods are consistent with approved construction plans and required minimum specifications. For utilities or other infrastructure turned over to the City for maintenance and operation, engineering staff ensures that all infrastructure improvements are operational and that required bonds and documents are executed before presentation to City Council for acceptance.

The Engineering Department, with support from Finance, actively seeks external funding, including grants, to help reduce the cost of important capital projects. Staff members ensure that all spending follows grant rules, reimbursement procedures, and reporting requirements. By taking part in programs like the Metropolitan Planning Organization and the Local Mitigation Strategy, the City increases its chances of receiving state and federal funds.

Engineering Department staff members have a shared responsibility for the stormwater system as well.



Stormwater

The Stormwater Management Utility was established as an Enterprise Fund in September 1995 for stormwater management and related expenses. The fund provides adequate and stable funding for compliance with the City's National Pollutant Discharge Elimination System stormwater permit and the capital improvements and City-wide stormwater system management.

The City Engineer acts as the Stormwater Utility Director and, along with staff, oversees capital project initiatives, operation of the stormwater system and citizen requests for assistance. The combined stormwater/engineering staff oversees various programs including: the Community Rating System (CRS), Floodplain Management Plan (FMP), Elevation Certificate compliance, Federal Emergency Management Agency (FEMA) flood map updates and related programs. Participating in the CRS program, including the Public Information Program, allows flood policies to be issued through the National Flood Insurance Program (NFIP). A 25% discount on eligible flood policies and eligibility for FEMA emergency assistance during declared disasters such as hurricanes and flooding is obtained by participating in CRS.

Stormwater management duties include administration, planning, capital improvements, design, construction, operation and maintenance of the City-owned stormwater management system. Keeping this system in good working order is critical to ensure compliance with the City's NPDES permit conditions and to provide safe conditions during rain and storm events. Stormwater reviews development plans to verify that stormwater infrastructure meets service level criteria established by the community for water quality and flood control.

See the organization chart on page 3 for employee allocation and assigned functions.

THE CITY ENGINEER

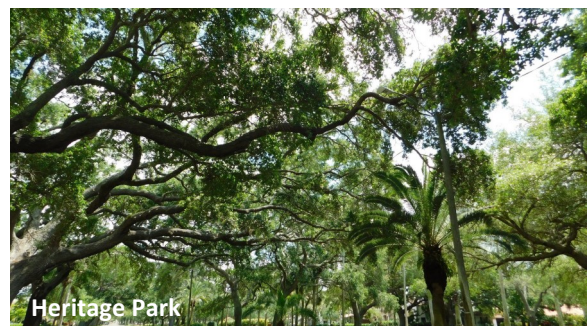
(From the City's Job Description)

General Statement of Job

Plans, manages, and directs the Engineering Department by overseeing all engineering operations and acts as Stormwater Utility Director for the stormwater division.

City Expectations:

- Certain essential City services are required to be maintained in any civil emergency. Depending upon the emergency, any and all employees may be activated as essential employees in the event of an emergency.
- Manages the review of engineering plans and specifications for all public improvements submitted by developers, consultants, or developed by City Engineering staff.
- Acts as the Stormwater Utility Director including financial management, implementation of the stormwater management plan to mitigate flooding and erosion, and maintaining compliance with environmental regulations.
- Prepares departmental annual budget. Monitors expenditures to ensure compliance with budget and monitors revenues to ensure sufficient funds are available.
- Manages the development of plans and specifications for invitations to bid and participates in pre-bid and pre-construction meetings.
- Develops and approves agenda items for City Council, attends Council meetings, makes presentations to Council and members of the public as necessary.
- Actively engages with the community, attending public meetings to explain infrastructure projects, answer questions, and address concerns from residents and business owners.
- Ensures compliance with local, state, and federal laws and regulations including those pertaining to the environment, water management, transportation, ADA and public safety.
- Is responsible for hiring, firing, transfer, suspension, promotion, discharge, discipline and evaluation of all department employees.
- Serves as an active member at the Emergency Operation Center during declared emergencies and recovery lead for infrastructure assessment and repairs.



EDUCATION AND TRAINING

Bachelor of Science in Engineering from an accredited college or university with seven (7) years' experience, or a Master of Science in Engineering from an accredited college or university with five (5) years' experience. Three (3) years' experience in a supervisory capacity. Registration as a Professional Engineer in Florida or a reciprocal state with ability to obtain a Florida PE License within 6 months from the date of hire. Certification as a Floodplain Manager with experience with beach renourishment and coastal systems, familiarity with Community Ratings System and FEMA regulations preferred. Possession of a valid Florida driver's license free of any serious violations or ability to obtain within thirty (30) days from date of hire.

Knowledge, Skills and Abilities

- Ability to build and maintain positive relationships with the public; provide education on engineering topics and engage with media as needed.
- Skill to present clearly and effectively at public meetings, summarizing complex information into accessible proposals.
- Ability to develop and maintain strong working relationships with colleagues, department leadership, and the community.
- Demonstrates effective supervisory skills, including staff oversight, work prioritization, delegation, and performance evaluation.
- Is proficient in Microsoft Office Suite and commonly used internet browsers; working knowledge of Windows operating systems and Microsoft Outlook.
- Ability to learn and utilize department-specific software applications, including familiarity with CentralSquare software. Experience with ICPR; AutoCAD and GIS software is preferred.

Strengths & Attributes of the Ideal Candidate

- Team-oriented, reflecting the City's strong culture of collaboration
- Strategic planning experience and long-term vision.
- Skilled communicator, verbally, in writing, and in public speaking.
- Is a proactive and motivational leader who inspires high performance.
- Experienced in project management, including budget, scheduling, and design oversight.
- Effectively delegates and holds team members accountable.
- Proficient in grant writing and management.
- Possesses strong time management skills, both personally and when setting expectations for others.
- Experienced with beach nourishment and stormwater is highly desirable.

Note: To meet the supervisory requirement for this position, the applicant must have held a role in which their primary responsibility was managing direct reports. This includes assigning and directing work, evaluating performance, providing guidance and discipline, setting individual goals, and having either direct hire/fire authority or significant influence over hiring and termination decisions.





Compensation and Benefits

Compensation for the position will be highly market competitive.

Starting compensation is negotiable based on qualifications and experience \$106,744 to \$176,129 annual salary.

The City provides excellent employee benefits which include:

- Generous paid time off
- Medical/Dental/Vision
- Pension (Florida Retirement System)
- Employer paid Life/ADD
- Flexible Spending Accounts
- Employee Assistance Program
- Wellness Program



These reports are available on-line via the following links:

[https://apps.venicegov.com/covdata/coveng/Venice_Multi-modal Transportation Master Plan 2025.pdf](https://apps.venicegov.com/covdata/coveng/Venice_Multi-modal_Transportation_Master_Plan_2025.pdf)

[https://apps.venicegov.com/covdata/coveng/Stormwater Master Plan 2025.pdf](https://apps.venicegov.com/covdata/coveng/Stormwater_Master_Plan_2025.pdf)

TO APPLY:

The recruitment will remain open until the position is filled. The first review of applications is scheduled for Friday, August 15, 2025.

To apply, please email a letter of interest, a detailed resume, and salary expectations to:

Robert E. Slavin

SLAVIN MANAGEMENT CONSULTANTS

e-mail: slavin@bellsouth.net

www.slavinweb.com

Electronic submissions are required.

All new City employees undergo a comprehensive background check which includes drug, tobacco/nicotine screening, review of driver's license record, criminal background, and references from previous employers.

The City of Venice is an Equal Opportunity Employer and a Drug Free Workplace