

THE CITY OF
ISLE OF PALMS,
SOUTH CAROLINA



invites your interest in the position of

**PUBLIC WORKS
ASSISTANT DIRECTOR OF
MAINTENANCE & FACILITIES**



THE ISLE OF PALMS OPPORTUNITY - LIFE IS BETTER AT THE BEACH



We're excited to announce this exceptional opportunity for a seasoned Public Works Assistant Director professional to work in a stable, vibrant and active community. The City is seeking a progressive, innovative and professional Public Works Assistant Director of Maintenance & Facilities to oversee infrastructure and facilities. This newly approved position reports to the Public Works Director.

City Vision Statement

"Isle of Palms is a premier island residential community with a fun, family-friendly atmosphere. The beautiful natural resources, vibrant commercial district and exceptional recreational facilities make Isle of Palms such a wonderful place to live and visit. Strong, forward-looking leadership is required to protect and preserve the island environment and the quality of life for generations to come."

THE IDEAL CANDIDATE

The City is looking for the ideal candidate who will effectively work with residents, contractors, state and federal agencies and other departments throughout the City on matters of a Public Works nature. This position will be responsible to uphold City Ordinances related to Public Works, manage drainage issues, oversee projects, city facilities, develop excellent rapport with neighboring municipalities as well as residents, and is environmentally aware.

The new Public Works Assistant Director of Maintenance & Facilities for the City of Isle of Palms should possess the abilities to: communicate clearly and concisely, both orally and in writing; to research and prepare complex engineering reports; review and check engineering designs, plans and studies; and assist in developing programs, goals, budgets, training courses and safety programs.

Other requirements of the new Public Works Assistant Director of Maintenance & Facilities include staying well-informed of current developments in the field by attending related classes, meetings and conferences; filing and organizational skills are of paramount importance as is a working knowledge of applicable OSHA, EPA, and DOT safety regulations, and having skills in operating computers and office software.

The successful candidate for the position of Public Works Assistant Director of Maintenance & Facilities of the City of Isle of Palms should meet the following criteria:

- Possess a bachelor's degree in civil engineering or a closely related field and 5 years of experience in general municipal engineering, including 2 years of supervisory experience or, an equivalent combination of education, training and experience.
- Possession of a valid South Carolina driver's license and the ability to obtain a Class B driver's license.
- Possession of a Class AB Underground Storage Tank (UST) Operator certification or ability to become a UST Operator within 6 months.
- Possession of license and the ability to operate construction equipment and vehicles.
- This job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

Required knowledge, skills and abilities include:

- Knowledge of applicable federal, state, and local rules and regulations.
- Work requires the exercise of considerable judgment and initiative.
- Knowledge of drainage infrastructure construction, repair and maintenance methods.
- Knowledge of SCDHEC regulations regarding solid wastes, OSHA regulations, and their implementation.
- Knowledge of City procurement procedures and practices.

- Ability to plan, organize and supervise the activities of others.
- Knowledge of applicable occupational hazards and safety procedures.
- Knowledge of engineering practices, principles, terminology and methods.

ABOUT THE POSITION

The Public Works Assistant Director of Maintenance & Facilities for the City of Isle of Palms serves under the general direction of the Public Works Director. This is a supervisory position assisting the Public Works Director with Public Works administration, engineering, drainage, storm water, underground infrastructure and facilities maintenance. This position is responsible for effective utilization of staff, temporary labor and contractors. This position also performs technical and administrative duties and assists the Public Works Director with all aspects and duties related to the implementation and management of the City's Stormwater Management System, the National Pollutant Discharge Elimination System and the South Carolina Department of Health and Environmental Control. He/she performs inspection services and assists on a wide range of City projects and contracts such as landscaping, drainage, storm water, buildings and other improvements plus assisting in creating, coordinating and presenting educational materials and programs to citizens and City employees.

Essential job functions of the Public Works Assistant Director of Maintenance & Facilities include:

- Responsibility for performing technical and administrative duties in support of the City's Code, policies and procedures.
- Performing general civil engineering work for projects.
- Providing complex technical, administrative and other support to the Public Works Director as needed.
- Developing or possessing comprehensive knowledge of principles, practices and techniques of public works maintenance and construction; being well versed in the materials, supplies, tools and equipment used in public works maintenance and repairs.
- Reinforcing OSHA regulations and safety initiatives and conducting on-site investigations pertaining to accidents, injury, liability or incidents.
- Overseeing, coordinating and performing maintenance, renovations, repairs and projects of City facilities including the scheduling of outside contractors to fix problems or emergencies as needed.
- Assisting in developing, presenting and administering operating budgets.

- Conducting inspections of works-in-progress and ensuring projects are completed in compliance with applicable codes, regulations and standards.
- Maintaining a current working knowledge of regulatory requirements related to stormwater on national, regional, state and City levels.
- Receiving information from City staff regarding operations and assisting in managing and prioritizing needs.
- Interacting and communicating effectively with the City Administrator, City Council members, Mayor, departmental supervisors and employees, co-workers, contractors, other government agencies, external organizations and the public.
- Assisting the Public Works Director in developing legal documents, ordinances, programs and department policies in conjunction with the proper legal consultation.
- Representing the Department and Director during meetings and conferences and performing other duties as required and assigned.

There is no requirement for residency for this position within the City of Isle of Palms. However, to enable the employee to address incidents in a timely manner, residency within a reasonable distance is required.





ABOUT ISLE OF PALMS

The Isle of Palms, designated the safest city in South Carolina, has one of the most family-friendly beaches in the country. The barrier island stretches across seven miles of shoreline and lies on a narrow strip of land hugging the beach. It is separated from the mainland by the Intracoastal Waterways and salt marshes. The community is comprised of year-round residents and vacation homeowners.

The City of Isle of Palms is located 15 minutes away from the City of Charleston and voted the #1 Vacation spot by Conde Nast each of the last seven years.

The City has a small centralized commercial district that includes family restaurants, shops, boutique hotels, grocery store, pharmacy and hair salon, serving full-time residents and visitors year-round. A City-owned (but privately managed) marina offers public access to a variety of water sports and activities.

At the 2010 census, the year-round population was 4,133, but, the population in summer may grow to 25,000 or more. This seasonal growth in population creates a number of challenges for City government.



CITY GOVERNMENT/PUBLIC WORKS DEPARTMENT

The City of Isle of Palms is stable and operates under ordinances in the City Code. The City is governed by a strong Council weak Mayor form of government with each Council member, including the Mayor, representing one vote. Council members are elected to four-year staggered terms and there are no term limits. The Mayor is elected at-large by popular vote. The Mayor and eight City Council members comprise the governing body. Elections are held in odd-numbered years. The City government is non-partisan. The City is full-service except for the water system which is an authority with its own Water and Sewer Commission. The City is in good condition financially as evidenced by a healthy fund balance.

The City has 92 FTE employees, plus part-time/seasonal employees. The FY 2018 total budget for the City is approximately \$21M, with 21% of which is tourism revenue. The City Council utilizes several standing committees such as Public Safety, Ways & Means, Personnel, etc. to deal with issues in a thorough manner before they are taken to the full City Council for action.

The Public Works Department is highly regarded in the community. In the Department there is one Public Works Director, one Public Works Assistant Director. There will be a new Assistant Director of Maintenance and Facilities and eight Vehicle Operators/CDL. This will provide a total staff in the Department of 11.





COMPENSATION

The starting annual salary for the Public Works Assistant Director of Maintenance & Facilities for the City of Isle of Palms will be market competitive depending upon the qualifications and experience of the selected candidate. An excellent retirement and fringe benefit plan will be provided as well. The City is very competitive in these areas in the region. Reasonable relocation expense reimbursement will be negotiated.

HOW TO APPLY

This position is open until filled. Confidential resumes should be sent by close of business on **February 8** to:

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The City of Isle of Palms is an Equal Opportunity Employer. The City of Isle of Palms does not discriminate on the basis of race, color, religion, creed, sex, gender, sexual orientation, age, marital status, or national origin.

