



AGENDA

CITY COUNCIL MEETING - REGULAR SESSION

MONDAY, MAY 06, 2024 at 9:00 AM

Bonifay City Hall Council Meeting Room – 401 McLaughlin Ave

I. CALL TO ORDER

A. Invocation

B. Pledge of Allegiance

II. APPROVE AGENDA

III. APPROVE MINUTES

[A.](#) April 15th, 2024 Meeting Minutes

IV. APPROVE ACCOUNTS PAYABLE / TRANSFERS / FINANCIAL SHEETS TO REVIEW

V. VISITORS – PUBLIC ADDRESSING THE COUNCIL

NON- AGENDA AUDIENCE

Effective October 1, 2013, Florida Statute 286.0114 mandates that “members of the public shall be given a reasonable opportunity to be heard on a proposition before a Board or Commission.” Each individual shall have three (3) minutes to speak on the proposition before the Board. . THIS IS NOT A QUESTION AND ANSWER SESSION. It is NOT a political forum, nor is it a time for personal accusations and derogatory remarks to/or about City personnel. Those who wish to speak are reminded to observe proper decorum, and to avoid the use of profane or vulgar language. If you would like to address the City Council please come to the podium, state your name and address for the record

VI. PLANNING & ENGINEERING

VII. OLD BUSINESS

[A.](#) Department of Commerce Agreement Amendment

VIII. NEW BUSINESS

[A.](#) Ordinance 2024-07

[B.](#) Ordinance 2024-08

C. Matthew Perry - Employee

[D.](#) Advertising of Public Works Director Position

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Council Updates

B. Department Updates

C. Employee Spotlight

X. ADJOURN

Persons with disabilities needing special accommodations to participate in this proceeding should contact City Hall at (850) 547-4238, at least five days prior to the proceedings.



MINUTES
CITY COUNCIL MEETING - REGULAR SESSION
MONDAY, APRIL 15, 2024 at 6:00 PM
Bonifay City Hall Council Meeting Room – 301 J Harvey Etheridge St.

I. CALL TO ORDER

Mayor Larry Cook called the meeting to order at 6:00 pm.

PRESENT

Mayor Larry Cook
Council Member James Sellers
Council Member Shelley Carroll
Council Member Rick Crews
Council Member Eddie Dixon

Also present:

Attorney Jon Holloway, City Clerk Rickey Callahan, Chief of Police Johnny Whitaker, Fire Chief Travis Cook, Executive Assistant Sierra Smith, Deputy Clerk Tracy Walker, and Chief Plant Operator Matt Perry.

A. Invocation

Mr. David Lauen gave invocation.

B. Pledge of Allegiance

Mr. David Lauen led the Pledge of Allegiance.

II. APPROVE AGENDA

Mayor Cook requested Emma Meredith Proclamation be placed on the agenda before Sandy Spear with the Kiwanis Club.

Motion made to approve agenda with amendment by Council Member Crews, Seconded by Council Member Sellers.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

III. APPROVE MINUTES

A. Approval of April 1, 2024 Regular Session Minutes

Motion made to approve the minutes of April 1, 2024, by Council Member Crews, Seconded by Council Member Carroll.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

IV. APPROVE ACCOUNTS PAYABLE / TRANSFERS / FINANCIAL SHEETS TO REVIEW

Motion made to approve Accounts Payable, transfers, and financial sheets by Council Member Sellers, Seconded by Council Member Carroll.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

V. VISITORS – PUBLIC ADDRESSING THE COUNCIL

NON- AGENDA AUDIENCE

Effective October 1, 2013, Florida Statute 286.0114 mandates that “members of the public shall be given a reasonable opportunity to be heard on a proposition before a Board or Commission.” Each individual shall have three (3) minutes to speak on the proposition before the Board. . THIS IS NOT A QUESTION-AND-ANSWER SESSION. It is NOT a political forum, nor is it a time for personal accusations and derogatory remarks to/about City personnel. Those who wish to speak are reminded to observe proper decorum, and to avoid the use of profane or vulgar language. If you would like to address the City Council please come to the podium, state your name and address for the record.

Richard Willsey, addressed the council regarding meeting minutes, he brought up a public records request pertaining to the fire department receipts again, Facebook posts, city vehicle use, and romantic relationships.

Ryan Rosser asked who he should contact regarding roads in the city limits. Attorney Holloway advised him to email Mayor Cook.

Joyce Everett wanted to know about an ordinance regarding other people blowing trash in her yard.

A. Emma Meredith Proclamation

Executive Assistant Smith read the proclamation declaring April 15, 2024 as Champion Emma Meredith Day. Emma Meredith is a 2-time FHSAA State Champion Weightlifter.

B. Kiwanis Club - Sandy Spear

Sandy Spear and Shan Hatfield with the Bonifay Kiwanis Club, and Clay Milton, Attorney for the Bonifay Kiwanis Club, came back before the Council for a vote on transferring Memorial Field to the Kiwanis Club.

In the agreement, there will be a 20-year extension for the Holmes County School Board, swap of a parcel of land that attaches to City property, located on Depot St., have a reverted clause, and include the softball field being transferred to the Kiwanis Club.

Council Member Dixon stated that there is a huge difference in value, and suggested 2% on gross income of Kiwanis.

Sandy Spear stated it would always be a venue to be used by everyone.

Council Member Sellers asked “What the City gains from owning that field, stating his concern of liability. For 6 months out of the year other people are using it.”

Shan Hatfield asked “What is the value of the property to the City? As it sits, it's 70 years old and all parts of it need repair. It's a huge liability as it currently sits. Kiwanis spent thousands of dollars repairing the facility. Kiwanis is looking for a way forward to bring the facility up to par. This should be an opportunity for the city to make way for improvements that they cannot afford.”

Attorney Milton asked for a vote on the agreement.

Attorney Holloway clarified to leave out the softball field to Highway 79, and that camping spots being available to rent and the hookups.

Council Member Carroll asked if the work be done in time for Holmes County School Board and Pee Wee football to use the field.

Sandy Spear stated “yes”.

Motion made to approve with the changes agreed to at this meeting and to authorize the mayor to sign the agreement by Council Member Dixon, Seconded by Council Member Sellers.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Dixon

Voting Nay: Council Member Carroll, Council Member Crews

Sandy Spear asked the Council to consider the original agreement and pay \$7,500 to the city for 5 years with previous changes.

Motion made to reconsider the previous motion by Council Member Dixon, Seconded by Council Member Sellers.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

Motion made to rewrite to original contract and add \$7,500 per year for 5 years from Kiwanis to the City and give permission for the Mayor to sign it by Council Member Dixon, Seconded by Council Member Sellers.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

VI. PLANNING & ENGINEERING

No updates.

VII. OLD BUSINESS

A. RFQ 2024-01 Engineering Services

Executive Assistant Smith gave an update on the proposals received for both RFQ 2024-01 and RFP 2024-01. She stated that Melvin Engineering has been very helpful throughout the process and recommended the council approve the recommendation of accepting Melvin Engineering for both the RFQ & RFP.

Motion made to award Engineering Services for RFQ 2024-01 to Melvin Engineering by Council Member Carroll, Seconded by Council Member Crews.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

B. RFP 2024-01 Grants Administration Services

Motion made to award RFP 2024-01 Grants Administration Services to Melvin Engineering by Council Member Carroll, Seconded by Council Member Crews.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

VIII. NEW BUSINESS

A. SBR Effluent Decanter

Chief Plant Operator Matt Perry said the State is requiring 2 decanters to be updated immediately.

Motion made to approve the proposal from Aqua-Aerobic Systems in the amount of \$19,775.96 by Council Member Crews, Seconded by Council Member Sellers.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Council Updates

No updates.

B. Department Updates

Executive Assistant Smith announced a Health Fair on April 26th from 4:00 pm until 7:00 pm by the Holmes County Health Department.

C. Employee Spotlight

Mayor Cook spotlighted Lynn Ponds in preparing for the storm: her and Landis Messer handled dispatch for the police and fire departments.

Mayor Cook announced a fish fry at Etta Hudson Park on April 20th.

Mayor Cook invited everyone to go and look at the splash pad with its upgrades. The splash pad will open May 1st.

Mayor Cook invited everyone to FDOT's open house on May 6th, right after the City's regular session.

City Clerk Rickey Callahan gave the Council an update on the City Hall renovations.

X. ADJOURN

Motion made to adjourn meeting by Council Member Crews, Seconded by Council Member Carroll.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

Mayor Cook adjourned the meeting at 7:35 pm.

Persons with disabilities needing special accommodations to participate in this proceeding should contact City Hall at (850) 547-4238, at least five days prior to the proceedings.

**AMENDMENT THREE TO
GRANT AGREEMENT
BETWEEN
THE FLORIDA DEPARTMENT OF COMMERCE
AND
CITY OF BONIFAY, FLORIDA**

On **December 3, 2021**, the State of Florida, Department of Commerce (“Commerce”), formerly the Department of Economic Opportunity, and the **City of Bonifay, Florida** (“Grantee”), entered into Grant Agreement **HL128** (“Agreement”). Commerce and Grantee are sometimes referred to herein individually as a “Party” and collectively as “the Parties.”

WHEREAS, Section D of the Agreement provides that any amendment to the Agreement shall be in writing and executed by the Parties thereto; and

WHEREAS, the Parties wish to amend the Agreement as set forth herein.

NOW THEREFORE, in consideration of the mutual covenants and obligations set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the following:

1. On July 1, 2023, the Florida Department of Economic Opportunity was renamed to the Florida Department of Commerce. Effective July 1, 2023, all references throughout the Agreement to “Department of Economic Opportunity” or “DEO” are replaced with “Florida Department of Commerce” or “Commerce” as appropriate.
2. Section A, Agreement Period, is hereby deleted and replaced with the following:

This Agreement is effective as of July 1, 2021 (the “Effective Date”) and shall continue until the earlier to occur of (a) June 30, 2025 (the “Expiration Date”) or (b) the date on which either Party terminates this Agreement (the “Termination Date”). The period of time between the Effective Date and the Expiration Date or Termination Date is the “Agreement Period.”

3. All other terms and conditions of the Agreement remain in full force and effect.

~The remainder of this page left intentionally blank~

IN WITNESS THEREOF, by signature below, the Parties agree to abide by the terms, conditions, and provisions of Agreement # **HL128** as amended. This Amendment is effective on the date the last Party signs this Amendment.

CITY OF BONIFAY, FLORIDA	FLORIDA DEPARTMENT OF COMMERCE
SIGNED:	SIGNED:
Larry Cook	J. Alex Kelly
Mayor	Secretary
DATE:	DATE:

Approved as to form and legal sufficiency, subject only to full and proper execution by the Parties.

**OFFICE OF GENERAL COUNSEL
FLORIDA DEPARTMENT OF COMMERCE**

By: _____

Approved Date: _____

ORDINANCE RELATING TO MEMBERSHIP INTO THE RETIREMENT SYSTEM

The City of Bonifay, Florida, in lawful session and in regular order of business properly presented, finds that:

WHEREAS, the policy and purposes of the City of Bonifay, Florida, to extend to the Police Officers of said City of Bonifay not excluded by law, the benefits of the Florida Retirement System, on the basis of applicable State laws and amendments thereto, and rules and regulations, authorizing and directing the Chairman (or other chief executive officer) to execute agreements thereto with the Department of Management Services, for coverage of said Police Officers; providing for withholding from salaries and wages of the Police Officers of the City of Bonifay so covered to be made and paid over as provided by applicable State laws or regulations; providing that said City of Bonifay shall appropriate and pay over employer’s contributions and assessments as provided by applicable State laws or regulations; providing that said City of Bonifay shall keep records and make reports as required by applicable State laws or regulations:

NOW, THEREFORE, BE IT RESOLVED:

Section 1. It is hereby declared to be the policy and purpose of the City of Bonifay Florida that all its Police Officers except those excluded by law, shall participate in the Florida Retirement System as authorized by Chapter 121, Florida Statutes. All eligible Police Officers shall be compulsory members of the Florida Retirement System as of the effective date of participation in the Florida Retirement System so stated herein.

Section 2. The Chairperson (or other chief executive officer) is hereby authorized and directed to execute all necessary agreements and amendments thereto with the Administrator of the Florida Retirement System for the purpose of extending the benefits provided by the Florida Retirement System to the Police Officers of this City of Bonifay as provided by Section 1 & 2 hereof, which agreement shall provide for such methods of administration of the plan by said City of Bonifay as are found by the Administrator of the Florida Retirement System to be necessary and proper, and shall be effective with respect to any employment covered by such agreement for serviced performed on and after the First day of July, 2024.

Section 3. Withholding from salaries, wages, or other compensation of the Police Officers for the purpose provided in Section 1 hereof are hereby authorized to be made, and shall be made, in the amounts and at such times as may be required by applicable State laws or regulations, and shall be paid over to the Administrator designated by said laws or regulations to receive such amounts.

Section 4. There shall be appropriated from available funds, derived from lawfully available from General revenues (specify the source(s) from which the funds are expected to be derived) such amounts and at such times as may be required to pay promptly the contributions and assessments required of the City of Bonifay, Florida, as employer, by applicable State laws or regulations, which shall be paid over to the lawfully designated Administrator of the Florida Retirement System at the times and in the manner provided by law and regulation.

Section 5. The City of Bonifay, Florida, shall keep such records and make such reports as may be required by applicable State laws or regulations, and shall adhere to all laws and regulations relating to the Florida Retirement System.

Section 6. The City of Bonifay, Florida, does hereby adopt the terms, conditions, requirements, reservations, benefits, privileges, and other conditions thereunto appertaining, of the Florida Retirement System, for and on behalf of all Police Officers of its departments and agencies to be covered under the agreement.

Section 7. The Mayor (title of the official) of the City of Bonifay, Florida, is hereby designated the custodian of all sums withheld from the compensation of Police Officers authorized herein and of the

appropriated funds for the employer's contributions as provided in Section 5 hereof. Also, the Mayor (title of official) is hereby designated the withholding and reporting agent and charged with the duty of maintaining records for the purpose of this ordinance.

Section VIII, Item A.

(Optional for elected officials) Section 8. The City of Bonifay, Florida, by majority vote approves all elected official positions for inclusion in the Elected Officers' Class of the Florida Retirement System effective on the date of joining the Florida Retirement System.

Section 9. This Ordinance shall take effect upon its approval and publication as required by law.

BE IT FURTHER RESOLVED that a copy of this Ordinance fully executed as in original, duly attested by the Secretary, be furnished to the Administrator of the Florida Retirement System.

DONE at Bonifay, Florida, this 20th day of May 2024.

Approved as to legal form and sufficiency.

By: _____
Chairman

Legal Counsel

Budget & Finance Committee Chair

**ORDINANCE RELATING TO MEMBERSHIP INTO
THE RETIREMENT SYSTEM**

The City of Bonifay, Florida, in lawful session and in regular order of business properly presented, finds that:

WHEREAS, the policy and purposes of the City of Bonifay, Florida, to extend to the General Employees of said City of Bonifay not excluded by law, the benefits of the Florida Retirement System, on the basis of applicable State laws and amendments thereto, and rules and regulations, authorizing and directing the Chairman (or other chief executive officer) to execute agreements thereto with the Department of Management Services, for coverage of said General Employees; providing for withholding from salaries and wages of the General Employees of the City of Bonifay so covered to be made and paid over as provided by applicable State laws or regulations; providing that said City of Bonifay shall appropriate and pay over employer’s contributions and assessments as provided by applicable State laws or regulations; providing that said City of Bonifay shall keep records and make reports as required by applicable State laws or regulations:

NOW, THEREFORE, BE IT RESOLVED:

Section 1. It is hereby declared to be the policy and purpose of the City of Bonifay Florida that all its General Employees except those excluded by law, shall participate in the Florida Retirement System as authorized by Chapter 121, Florida Statutes. All eligible General Employees shall be compulsory members of the Florida Retirement System as of the effective date of participation in the Florida Retirement System so stated herein.

Section 2. The Chairperson (or other chief executive officer) is hereby authorized and directed to execute all necessary agreements and amendments thereto with the Administrator of the Florida Retirement System for the purpose of extending the benefits provided by the Florida Retirement System to the General Employees of this City of Bonifay as provided by Section 1 & 2 hereof, which agreement shall provide for such methods of administration of the plan by said City of Bonifay as are found by the Administrator of the Florida Retirement System to be necessary and proper, and shall be effective with respect to any employment covered by such agreement for serviced performed on and after the First day of July, 2024.

Section 3. Withholding from salaries, wages, or other compensation of the General Employees for the purpose provided in Section 1 hereof are hereby authorized to be made, and shall be made, in the amounts and at such times as may be required by applicable State laws or regulations, and shall be paid over to the Administrator designated by said laws or regulations to receive such amounts.

Section 4. There shall be appropriated from available funds, derived from lawfully available General revenues (specify the source(s) from which the funds are expected to be derived) such amounts and at such times as may be required to pay promptly the contributions and assessments required of the City of Bonifay, Florida, as employer, by applicable State laws or regulations, which shall be paid over to the lawfully designated Administrator of the Florida Retirement System at the times and in the manner provided by law and regulation.

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Section 6. The City of Bonifay, Florida, does hereby adopt the terms, conditions, requirements, reservations, benefits, privileges, and other conditions thereunto appertaining, of the Florida Retirement System, for and on behalf of all General Employees of its departments and agencies to be covered under the agreement.

Section 7. The Mayor (title of the official) of the City of Bonifay, Florida, is hereby designated the custodian of all sums withheld from the compensation of General Employees authorized herein and of

the appropriated funds for the employer's contributions as provided in Section 5 hereof. Also, the Mayor (title of official) is hereby designated the withholding and reporting agent and charged with the duty of maintaining records for the purpose of this ordinance.

Section VIII, ItemB.

(Optional for elected officials) Section 8. The City of Bonifay, Florida, by majority vote approves all elected official positions for inclusion in the Elected Officers' Class of the Florida Retirement System effective on the date of joining the Florida Retirement System.

Section 9. This Ordinance shall take effect upon its approval and publication as required by law.

BE IT FURTHER RESOLVED that a copy of this Ordinance fully executed as in original, duly attested by the Secretary, be furnished to the Administrator of the Florida Retirement System.

DONE at Bonifay, Florida, this 20th day of May 2024.

Approved as to legal form and sufficiency.

By: _____
Chairman

Legal Counsel

Budget & Finance Committee Chair

Larry F. Cook, Mayor
Rickey Callahan, City Clerk
301 J. Harvey Etheridge
Street
Bonifay, FL 32425
Telephone: (850) 547-4328



City Council Members:
James W. Sellers, Vice
Mayor
Shelley Carroll
Rick Crews
Eddie Dixon

JOB DESCRIPTION

DATE APPROVED: 05.06.2024
DATE CLOSES: 05.17.2024 4:00PM

POSITION TITLE: Director of Public Works
DEPARTMENT: Public Works
REPORTS TO: Mayor

JOB SUMMARY:

The Director of Public Works for the City of Bonifay oversees the planning, coordination, and execution of infrastructure projects and services. Responsibilities include managing budgets, supervising staff, ensuring regulatory compliance, and fostering stakeholder relationships. This role requires strong leadership, project management skills, and the ability to work in diverse environments, both in the field and in the office.

POSITION CONTEXT:

As the Director of Public Works for the City of Bonifay, you will play a pivotal role in ensuring the efficient operation and maintenance of the city's vital infrastructure systems. With a focus on enhancing the quality of life for residents, you will oversee a diverse range of projects, from road maintenance to stormwater management, working closely with city departments and community stakeholders to address current needs and plan for future growth. Your leadership will be instrumental in fostering a culture of excellence within the public works department, driving innovation, and ensuring that projects are completed safely, on time, and within budget. In this dynamic role, you will have the opportunity to make a meaningful impact on the development and sustainability of Bonifay's infrastructure, shaping the city's future for generations to come.

ESSENTIAL FUNCTIONS:

- **Infrastructure Management:** Develop and execute plans for the maintenance, repair, and enhancement of the city's infrastructure, including water and sewer mains, roads, bridges, sidewalks, stormwater systems, parks, etc.
- **Project Coordination:** Coordinate and oversee public works projects from conception to completion, ensuring adherence to timelines, budgets, and quality standards.
- **Team Leadership:** Provide effective leadership and supervision to departmental staff, fostering a collaborative and productive work environment.
- **Budget Management:** Manage the department budget, including forecasting expenses, allocating resources, and seeking funding opportunities through grants and other sources.
- **Stakeholder Engagement:** Collaborate with city departments, elected officials, and community stakeholders to identify infrastructure priorities and address citizen concerns and inquiries.
- **Regulatory Compliance:** Ensure compliance with all relevant regulations, standards, and permits governing public works projects and activities.
- **Record Keeping:** Maintain accurate records and documentation related to departmental activities, including project plans, budgets, contracts, and permits.
- **Safety Oversight:** Promote and enforce a culture of safety among departmental staff and contractors, ensuring compliance with safety regulations and standards.
- **Technical Expertise:** Stay informed about developments in public works technology, regulations, and best practices, applying technical expertise to improve departmental operations.
- **Communication:** Effectively communicate with internal and external stakeholders through verbal and written channels, providing information, updates, and resolutions to inquiries and concerns.
- **Problem Solving:** Identify challenges and opportunities related to public works operations, develop innovative solutions, and make data-driven recommendations for improvement.
- **Emergency Response:** Coordinate and participate in emergency response efforts related to public

works, including natural disasters, infrastructure failures, and other crisis situations.

OTHER JOB FUNCTIONS:

- Prepares reports and pertinent documentation for the Mayor and/or City Clerk as requested.
- Attends and participates in professional organizational meetings, seminars, and workshops to stay abreast of new trends and innovations related to the field as requested.
- Serves as a staff liaison to boards, committees, and commissions as assigned.
- Completes special projects and other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Extensive knowledge of the principles, standards, and practices of modern public works functions.
- Thorough knowledge of the principles, practices, and procedures as applied to public works.
- Advanced knowledge of federal, state, county and city ordinances related to public works.
- Ability to interact effectively with people of diverse social and economic backgrounds.
- Ability to direct the work of others while leading and motivating a team.
- Ability to develop and maintain collaborative working relationships with all levels of staff, management, elected officials, law enforcement agencies, and general public while maintaining a high level of social awareness for professional engagement.
- Strong analytical skills with the ability to analyze complex issues and make sound recommendations.
- Strong written and verbal communication skills. Must have the ability to communicate and facilitate effectively with diverse audiences.
- Ability to research, analyze and evaluate new service delivery methods and techniques.
- Ability to analyze financial, budgetary, administrative, legal and organizational data to recommend appropriate action.
- Must have the ability to maintain professional composure and take reasonable action when confronted with difficult situations.
- Ability to multi-task and work under pressure with interruptions and within short timeframes.
- Ability to learn the City geography, demographics, and population pattern.
- Ability to drive to various municipal buildings, city locations, etc.
- Ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.

MINIMUM QUALIFICATIONS:

Education:

- Bachelor's degree from an accredited college or university in civil engineering, public administration, or urban and regional planning is preferred.
- Years of experience in parallel job may be eligible to substitute for education requirements.
- Level 1 Water Distribution License preferred.
- Must be in good standing with state regulatory agencies

Experience:

- A minimum of 6 years of progressively responsible experience in local government organization work, including 1-2 years of responsible supervisory experience
- Thorough knowledge of principles and practices related to the design, construction, and maintenance of public infrastructure.
- Valid driver's license with a satisfactory driving record.
- CDL license is preferred
- Experience in developing and managing departmental budgets, forecasting expenses, allocating resources, and identifying cost-saving opportunities to ensure fiscal responsibility and efficiency.
- Proven track record of successfully managing complex public works projects from conception to completion, including planning, budgeting, scheduling, and quality assurance.
- Strong communication skills, both verbal and written, with the ability to effectively communicate complex technical information to diverse audiences, including colleagues, elected officials, and members of the public.
- Experience coordinating and participating in emergency response efforts related to public works, including natural disasters, infrastructure failures, and other crisis situations, to ensure effective and timely response and recovery.
- Knowledge of infrastructure related to water and sewer mains, roads, bridges, sidewalks, stormwater systems, parks, etc.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Duties will require the ability to regularly sit, stand, walk, reach with hands and arms and talk or hear on the phone and in person.

- The position requires frequent fieldwork, including site inspections, project assessments, and supervision of construction activities. This may involve exposure to various outdoor conditions, such as inclement weather, uneven terrain, and construction sites.
- The job may involve physical tasks such as walking, standing, bending, lifting, and carrying equipment or materials, requiring a reasonable level of physical stamina and agility.
- Occasional travel within the city and surrounding areas may be necessary to attend meetings, inspect project sites, and coordinate with contractors and stakeholders.
- While much of the work may take place outdoors or in the field, the position also requires regular office work, including computer work, meetings, and administrative tasks.
- The use of personal protective equipment (PPE), such as hard hats, safety vests, and steel-toed boots, may be required when visiting construction sites or performing fieldwork to ensure compliance with safety regulations.
- This position will have extensive contact with others.
- At times, workloads can be extensive with limited time for response/and or action. Position requires prolonged periods of concentration and the ability to cope with numerous interruptions and changing priorities.
- At times will be exposed to weather elements including extreme heat, cold, high winds, etc.
- Ability to lift, carry or drag up to 50 pounds.

EQUIPMENT USED:

- General office equipment including computers, laptops, copier and cellular phones.
- Heavy machinery such as tractor, vac-con truck, dump truck, etc.

SALARY AND BENEFITS:

Salary for this position is commensurate with qualifications and experience. The City of Bonifay offers a comprehensive benefits package, including health insurance, retirement plans, paid time off, and professional development opportunities.

APPLICATION PROCESS:

Interested candidates should submit a resume, cover letter, and three professional references to Tracy.Walker@cityofbonifay.com and Rickey.Callahan@cityofbonifay.com

Or, applications can be dropped off to City Hall, located at 401 McLaughlin Ave, Bonifay, FL 32425

The position will remain open until filled, with priority given to applications received by 5/17/24.

STATEMENT OF OTHER DUTIES DISCLAIMER:

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

The City of Bonifay is an Equal Opportunity Employer.

