

Cover Letter — Director of Public Works

[Date]

Hiring Committee City of Hallandale Beach [Address]

Dear Hiring Committee,

I'm honored to apply for the Director of Public Works role — where operational precision meets community impact. I bring 10+ years across utilities, streets and stormwater, facilities, fleet, sanitation, and capital projects—paired with a coaching leadership style that builds highly competent, customer-service oriented teams.

I align strongly with your essential functions. To keep this focused and actionable, I group my approach into three themes:

1) Infrastructure Leadership

- Direct operations across Public Works, Utilities, Sanitation, Fleet, Landscaping, Construction, Capital Improvements and Engineering; set standards and deliver results.
- Coordinate across departments and jurisdictions; review development plans and ROW permits; maintain engineering drawings, specs, contracts, and records.

2) Operational Governance

- Develop and manage budgets; prepare proposals for City leadership and Commission.
- Implement plans, policies, systems, and procedures that raise work standards and meet annual goals.

3) Technology & Service Optimization

- Promote technology to automate processes and improve service delivery.
- Provide timely communication with City leadership, partners, and residents.

I am preparing to complete the FEMA NIMS/ICS series (IS-100, 200, 700, 800) and will finalize within my first year, per City requirements. I hold a Bachelor's in [Field] and have led teams managing water and wastewater systems, stormwater networks, and city infrastructure projects safely and effectively.

Select leadership results that reflect my operating style:

- Supervised a 19-person team and delivered a 300% profit increase within my section within one fiscal year by standardizing process, coaching to KPIs, and improving pipeline discipline.
- Led a 20+ member Toastmasters chapter and grew membership by 20% in under six months, reinforcing a culture of continuous improvement and clear communication.
- CPR and First Aid trained; composed, protocol-driven approach in sensitive, time-bound situations.

I welcome the chance to strengthen Hallandale Beach's infrastructure with clarity, accountability, and purpose.

Tech environment: familiar with CMMS, GIS, and ERP (Oracle/PeopleSoft) for work orders, asset visibility, budgeting/POs, and vendor records.

Respectfully,

Matthew J. Carbonell [Phone] • [Email] • [LinkedIn]