



UTILITIES DIRECTOR

UTILITIES DEPARTMENT

Grade 47

CHARACTERISTICS OF THE CLASS:

Under limited supervision, performs complex professional and administrative work coordinating and supervising operations of the City's Utilities Department. The Utilities Department provides water, wastewater collection and reuse/reclaim water for irrigation. The Utilities Department consist of the following Divisions: water treatment plant, wastewater treatment plant, water distribution, wastewater collection, plant maintenance, laboratory, business operations and engineering. Work involves planning, developing and implementing proposals and programs to administer revenues to maintain and expand services in accordance with needs of the service area as ascertained by surveying and conferring with residents and public officials. Employee is responsible for all operations, engineering, construction and finance activities, and for direct and delegated supervision of all employees of the Utilities Department. Reports to the City Manager or Deputy/Assistant City Manager, as applicable.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Plans, organizes and directs activities to ensure service of current and anticipated water and wastewater needs of City and extended service areas; implements surveys and studies, and anticipates future service requirements and develops strategies to render service; develops, establishes, implements, reviews and updates plans and goals, and policies, procedures and standards for provision of utility services, ensuring compliance with state and federal laws and regulations; projects manpower and staffing requirements to meet current and anticipated needs.
2. Supervises all administrative matters in the Utilities Department, including budget and grant proposal preparation and administration, accounts payable, general ledger monitoring, scheduling and personnel matters.
3. Monitors expenditure of departmental funds within approved limitations throughout the fiscal year; recommends water and wastewater capital improvement projects and their funding mechanisms.
4. Plans, organizes and assigns the work of staff engaged in the operation, maintenance and analysis phases of the Utilities Department.
5. Oversee the development and preparation of various reports, studies, correspondence, and other data pertaining to departmental operations, and submits such reports, studies, correspondence, etc., as required by federal, State or local regulations, or as requested by higher authority.

6. Coordinates the preparation of plans and specifications for construction projects undertaken by the department; confers with consultants, developers, contractors, affected public officials, and other parties as appropriate, in the development of construction projects and programs.
7. Receives complaints and/or inquiries public agencies or officials, and/or the general public pertaining to Department or personnel activities, policies, procedures, etc., and responds based on detailed knowledge of Department policies and activities, or initiates further review and investigation of complaints by appropriate personnel, as appropriate; prepares preliminary reports of complaints received and results of preliminary interviews with personnel involved, and assigns and monitors further investigation by subordinate(s).
8. Attends meetings, as assigned to advise stakeholders of activities of the Utilities Department and answering inquiries; serves as a member of various committees, commissions, panels, task forces, etc., as requested and appropriate, attends meetings to provide input based on expertise in public utilities administration and participating in other activities of such groups, as appropriate.

NOTE:

The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

Graduation from an accredited college or university with a Bachelor's degree or higher and eight (8) years of progressively responsible managerial experience; Utilities experience required. Licensed as a Professional Engineer is required. Must possess a valid Florida's Driver's License and have an acceptable driving record and maintain an acceptable, safe driving record.

B. Knowledge, Abilities, and Skills:

- Knowledge of modern principles and practices utilized in the expansion, maintenance, and operation of a water/wastewater treatment facility.
- Knowledge of department rules, regulations, and policies.
- Knowledge of federal, state, and local laws governing water supply, sanitary sewer systems, environmental health, and operation and maintenance of a municipal public waterworks.
- Knowledge of factors involved in providing new or modified water/wastewater service to prospective residential and commercial customers.
- Knowledge of supervisory principles and practices.
- Knowledge of residential and commercial systems, satellite stations, and the operating principles of water/wastewater distribution.

- Knowledge of the operation of a natural gas distribution system.
- Skill in using Office and department software.
- Ability to supervise assigned employees in a manner conducive to acceptable performance and high morale.
- Ability to plan, coordinate, and direct the work of personnel employed in the operation and maintenance of a water/wastewater treatment facility.
- Ability to establish and maintain effective working relationships with senior City management, officials of other City departments, representatives of private organizations, and the general public.
- Ability to evaluate plans and designs of physical facilities relating to water/wastewater treatment systems.
- Ability to exercise judgment in interpreting department and City policies, rules, and regulations.

C. Physical Requirements: 1

D. Environmental Requirements: 3

E. Sensory Requirements: 2,4,6,8,9