

**COOPER CITY, FLORIDA
CLASS DESCRIPTION**

CLASSIFICATION TITLE: ASSISTANT UTILITIES DIRECTOR

GENERAL DESCRIPTION OF DUTIES

Performs highly responsible managerial, administrative and professional engineering working planning, organizing and coordinating various functions of the City's engineering and public utilities departments, including capital projects. The employee in this position works with considerable independent judgment in planning, directing, interpreting rules, and making recommendations for compliance with various standards and codes. Reviews work of subordinates and consultants for completeness and accuracy and assists in preparation of operating and capital budgets. Reports to the Department Director or City Manager's designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Participates in developing, implementing and ensuring compliance with departmental policies, state- mandated utilities regulatory standards and engineering requirements regarding municipal utilities operations and construction, including permitting.
- Participates in the development and implementation of work plans and projects for both water and wastewater systems.
- Provides managerial and technical assistance in the construction of on-going various types of engineering projects throughout the City.
- Performs engineering inspections to ensure conformance to approved specifications and applicable regulatory requirements.
- Develops or assists in developing project scope and specifications; prepares costs estimates and engineering feasibility studies for various types of projects.
- Participates in the effective coordination of department projects and work activities with other City programs and projects.
- Evaluates work activities through review of work plans, reports, conferences and inspections; provides recommendations for adjusting project schedules, work orders and priorities accordingly.
- Meets with consultants, contractors and developers for purposes of capital projects, plans reviews and conformance with established contractual project requirements.
- Directs and participates in studies, projects, and analyses related to technical and administrative aspects of the Department, pursuing grant funding where possible.
- Participates in the planning, administration and control of Department Budget; ensures Department

CLASSIFICATION TITLE: ASSISTANT UTILITIES DIRECTOR

Director is apprised of periodic budget(s) status accordingly.

- Participates in developing departmental policies in conformance with City's Personnel Manual and bargaining agreements, if any.
- Manages employees; performs performance evaluations and takes or recommends appropriate disciplinary actions in consultation with the Department director and Human Resources Department.
- Performs relational database mapping and related computer aided design work for those needs of the City within scope of responsibility.
- Must be willing to respond to emergencies after hours, weekends and including declared disasters
- Maintains current knowledge of trends and regulatory developments in the field for application to functions under charge.
- Performs related duties as directed.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of Water, Wastewater, and Stormwater operations and the engineering principles associated with construction and operation of regulatory compliant systems.
- Knowledge of budget development and administration principles, and cost effective principles for allocation of resources, e.g., human, capital, fiscal.
- Knowledge of applicable codes, permitting requirements and Civil Engineering principles, practices, techniques and methods, and the application of such to responsibilities under charge.
- Knowledge of equipment, tools, materials and supplies necessary to implement and maintain a comprehensive utilities function at the municipal level.
- Knowledge of principles and practices of Public Utilities Administration.
- Ability to plan and direct water/wastewater/stormwater and related construction projects.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Oral and written communication skills for effectively responding to inquiries from the public and other interested parties.

EDUCATION & EXPERIENCE

Bachelor's degree in Mechanical or Civil Engineering or related field. Seven (7) years progressively responsible experience in a comprehensive public utilities or public works agency, with demonstrated experience in various functions of the utilities or public works, including capital planning and project management; or an equivalent combination of education, training, and experience with a non-engineering degree.

CLASSIFICATION TITLE: ASSISTANT UTILITIES DIRECTOR

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

Acknowledgement:

Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. Employee is expected to adhere to all policies.

Signature: _____ Date: _____

The City of Cooper City, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer