

Utilities Director/ City Engineer



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. -Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Responsible for administrative and professional engineering work, directing the operations of the City's engineering and public utilities functions. Employees in this classification are responsible for ensuring construction and operations of the City's municipal engineering and utilities operations conform to and comply with all established regulatory standards governing the fields. Requires ~~application of~~ applying professional engineering (PE) principles to all construction phases ~~of construction~~. Work is performed under the administrative direction of the City Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

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.

- Plans, implements, and ensures conformance with departmental policies, state-mandated utilities regulatory standards, and engineering requirements regarding municipal utilities operations.
- Directs the development and implementation of work plans and projects for ~~both water, and wastewater systems, as well as~~ and storm-water systems.
- Directs the activities involved in the operation and maintenance of the water/wastewater treatment and distribution system, as well as storm water.
- Oversees the implementation and compliance of all laboratory analysis quality control/quality assurance systems.
- Ensures 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; adjusts project schedules, work orders, and priorities accordingly.
- Meets with contractors and developers ~~for purposes of~~ plans review and conformance with established contractual project requirements.
- Directs the City's professional engineering and inspection requirements.
- Serves as advisor to the City Manager concerning all aspects of the engineering and water/wastewater utilities system.
- Acts as technical advisor and works in close cooperation with other department directors.
- Directs the overall management of the department, including budget, finance, and personnel.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, and performance evaluations.
- Reviews and answers citizen inquiries.

- Manages public engagement and coordination with external and regulatory agencies.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Engineering. Professional Engineer (PE) through the State of Florida. ~~Seven (7) years of~~ responsible supervisory and managerial experience in public utilities, water/wastewater treatment collection, distribution, construction, and maintenance, demonstrating the ability to perform job duties, or an equivalent combination of education, training, and experience. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. The Director/City Manager may relax any qualifications requirement based on operational necessity. Possess or be able to obtain a valid State of Florida driver's license by the date of hire. ~~Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.~~

Knowledge, Skills, and Abilities:

- Knowledge of water and wastewater operations and the engineering principles associated with the 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, and fiscal.
- Knowledge of Civil Engineering principles, practices, techniques, and methods.
- Knowledge of equipment, tools, materials, and supplies necessary to implement and maintain a comprehensive utilities function at the municipal level.
- Ability to direct and administer comprehensive water and wastewater operations.
- Ability to direct operations of many employees through subordinate supervisory staff.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- A strong customer service orientation in work and communication with coworkers, management, elected officials, and citizens.

PHYSICAL/MENTAL DEMANDS

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

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

