

# Utilities Coordinator



*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

Under the direction of the Utilities Director or designee, the position performs highly responsible managerial and technical work in planning and programming a wide range of activities in the Utilities Department. Responsible for providing professional support to the Utilities Director or designee ~~and executive team.~~

## 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.*

- Manages and participates in the preparation of bid documents and contracts for consulting, construction, supplies, and services; coordinates bid advertising strategies and distribution of plans and specifications; performs contract administration services on assigned contracts; inspects work for progress and ~~for~~ conformance to contractual and established standards.
- Manages and participates in other activities such as service contract compliance, agreements, emergency management planning and response, intergovernmental coordination, procurement, permits, fees, and studies; sets priorities and policies for assigned areas of responsibility.
- Coordinates and participates in the overall administrative operations of all assigned divisions; oversees and conducts research and analysis of complex and time-sensitive projects; recommends and implements successful strategies.
- Oversees a computerized maintenance management system (CMMS); administers, generates, monitors, and closes work orders; prepares reports on work order system metrics; coordinates GIS implementation into CMMS system software; recommends process improvements for the CMMS.
- Assists in the preparation of the annual operating and capital budgets; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; expenditures, and recommend, within departmental policy, appropriate service and staffing levels.
- Assists in processing and coding invoices and assigning General Ledger account numbers for payables.
- Participates in the development of short- and long-range plans to meet Department needs; reviews, analyzes, and recommends changes to organizational policies, procedures, practices, services, finances, and other activities as appropriate.
- Prepares, writes, and monitors grant applications; participates in and coordinates grant administration and monitoring activities.
- Prepares and presents a variety of complex correspondence, memoranda, studies, financial analyses, and administrative staff reports, including agenda items.

- Investigates public complaints to determine the proper action and responsibility required to correct the issue; Coordinates with Field Operations to schedule mitigation work as required.
- Attends and participates in professional trade and group meetings; stays abreast of new trends and innovations in the field of public administration; attends public meetings on behalf of the City, as required
- Responds to and resolve difficult and sensitive citizen inquiries and complaints.
- Coordinates work with related governmental agencies and jurisdictions, as required.
- Working Works with involved parties, researching, and assisting in drafting new policies and procedures.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs related duties as directed.

## QUALIFICATIONS

### **Education and Experience:**

Graduation from an accredited college or university with minimally an Associate's degree, but preferably a bachelor's degree, and a minimum of three (3) years of supervisory or managerial experience in any of the utilities, environmental services, public works, building or construction trades, 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. Possess or be able to obtain a valid State of Florida driver's license by the date of hire. ~~Must have a valid State of Florida driver's license with good driving record.~~

### **Knowledge, Skills, and Abilities:**

- Knowledge of the principles and practices of Public Work Utilities administration and operations.
- Knowledge of the materials, tools, methods, practices, and equipment used as related to the department.
- Knowledge of occupational safety and rules.
- Knowledge of computer systems and software applications to proficiently operate a computer and pertinent software applications, including Word, Excel, Outlook, Power-Point, etc.
- Ability to read and interpret blue-prints, maps, documents, and specifications.
- Ability to make accurate assessments and calculations in the preparation of program/project costs.
- Ability to research basic specifications for the preparation of formal bids or other required purchasing functions.
- Ability to plan, schedule, and direct multiple programs/projects on an ongoing basis, often concurrently.
- Ability to plan, schedule, and monitor the work of department employees and outside contractors to accomplish the goals of the City.
- Ability to communicate in writing effectively and clearly by means of electronic correspondence, memos, letters, or other means of written correspondence.
- Ability to establish and maintain effective and cooperative working relationships with the public, other employees, and City officials.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Must be able to safely and legally operate a motor vehicle

### **PHYSICAL/MENTAL DEMANDS**

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve ~~some~~ lifting, carrying, pushing, and pulling ~~of~~ objects and materials of ~~light weight~~ lightweight (up to 20 pounds). Tasks may involve extended periods ~~of time~~ at a keyboard or workstation and extended ~~periods of time~~ periods of standing and walking.

### **WORKING CONDITIONS**

Tasks are generally performed inside ~~in~~ the office setting with occasional visits to the treatment plants, storage tanks, lift stations, and job sites ~~with~~ potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids or pathogenic substances.