

Assistant Utilities Director



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

Performs highly responsible managerial, administrative, and professional work in planning, organizing, and coordinating various functions of the City's engineering and 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 the preparation of the operating and capital budgets. Reports to the Department Director or City Manager's designee.

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.

- 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 water, wastewater, and stormwater systems.
- Provides managerial and technical assistance in the construction of ongoing 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 cost 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, developing, administration, and control of Department Budget; ensures Director is apprised of periodic budget(s) status; tracks expenses.

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

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Mechanical or Civil Engineering or related field. Seven (7) years of 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. 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 within 30 days by the date of hire.

Knowledge, Skills, and Abilities:

- Knowledge of water, wastewater, and stormwater 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 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.
- Skills in written and oral communication.
- 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.

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 (up to 20 pounds). Tasks

may involve extended periods ~~of time~~ at a keyboard or workstation and extended periods ~~of time~~ standing and walking.

WORKING CONDITIONS

Tasks are generally performed inside ~~in~~ the office setting with occasional visits to the job sites, 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. Frequent interruptions and many deadlines to meet.