

POSITION:	DIRECTOR
POSITION #:	0140
AREA(S):	CONSTRUCTION/MAINTENANCE, WATER DEPARTMENT

DISTINGUISHING CHARACTERISTICS OF WORK:

Interacts and communicates with various groups and individuals such as County Coordinator, Board of Commissioners, County Department Directors and employees, regulatory agencies, consultants, contractors, professional organizations, state departments, the public, customers. Plans and makes presentations to the Board of County Commissioners and the public as required. Oversees the Department's emergency management plan. Performs related duties as required.

EXAMPLES OF WORK PERFORMED:

An employee in this classification, based on area of assignment, may be responsible for any of the following.

- Responsible for effectively coordinating maintenance and construction projects for the department / division of assignment.
- Coordinating maintenance and construction projects from initial design to turn key completion and acceptance, to include coordination with vendors, suppliers and Department Directors.
- Monitoring contractors and vendors to ensure compliance with contracts and specifications, and monitoring and coordinating daily activities to ensure the most efficient and effective methods of service contracts.
- Determining requirements and making recommendations to handle projects with internal county resources or outside bidders; preparing and verifying cost estimates; assuring materials and services are available.
- Conducting in-house reviews of facilities to ensure maintenance standards and replacement schedules are being met; monitoring contractors and vendors to ensure compliance with contracts and specifications.
- Meeting with Trades Foreman assigned to a project when appropriate and reviewing total aspects of work to be accomplished. Meeting with County Elected officials, County Coordinator and Department Directors to review requirements, coordinate efforts and develop work schedules to completion.
- Manage and supervise the activities of the Department to ensure that customer expectations are met or exceeded through an efficient work force and quality performance.
- Establish means and methods to ensure regulatory compliance and maintenance or regulatory compliance.
- Maintain liaison with State and Federal agencies having responsibilities in permitting and oversight of Department's functions.

- Advise and assist County Coordinator in developing policies, evaluating situations, administering programs, planning and managing the Department.
- Develop the Department's annual budget and administer programs and operational activities consistent with budget objectives.
- Develop policies and procedures for effective operational control and assure facilities are well maintained.
- Oversee hiring, discipline, performance plans, appraisals and other personnel matters.
- Develop training programs to support continued education and competency for department employees.
- Evaluate operational performance and remove obstacles that prevent continued improvement.
- Interact with employees to encourage self-directed action, develop and promote leadership and foster mutual respect and integrity.
- Manage and supervise purchasing of materials and equipment in accordance with County regulations.
- Develop short and long term plans for meeting capacity, financial and regulatory demands.
- Coordinate with other departments in the development of the Capital Improvements Program, facility designs, customer information and emergency preparedness.
- Communicate with consultants, contractor and other utility providers.
- Stay abreast of regulatory changes and participate in rule making and technical/professional society activities.
- Excellent communication skills, both written and oral, and has the ability to effectively facilitate meetings.
- Ability to make responsible decisions in agreement with established policy.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Any combination of education, training and experience which provides the following knowledge, skills and abilities:

- Must possess necessary personal relation skills to assist the public, co-workers and supervisors.
- Must meet all State requirements as to training, certification and education.
- Knowledge of State and Federal requirements pertaining to proper operations of the department and its areas of responsibilities, to include water quality controls, Department of Business and Professional Regulations permitting/licensure requirements.
- Knowledge of the applicable county, state, and federal procedures and regulations regarding maintenance related activities.
- Knowledge of the principals of effective supervision and administration.
- Knowledge of general building grounds maintenance.

- Knowledge of arithmetic and business English sufficient to prepare necessary reports, bids, letters, permits, and grants.
- Ability to assist in preparation of the required financial reports, budgets, and status reports.
- Ability to operate the department efficiently and economically.
- Ability to coordinate multiple activities.
- Ability to deal with the public on the telephone and in person in a tactful and effective manner. Ability to use judgment and discretion in disseminating information.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.
- Ability to make responsible decisions in agreement with established policy.

QUALIFICATIONS:

- High school graduate or equivalent and five years of increasingly responsible experience in facilities maintenance and/or construction.
- Requires seven years of progressively responsible experience in water supply, to include four years of supervisory experience in water utility.
- Possess and maintain a valid Florida Driver License.
- Experience working in a high volume, fast paced environment

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee will regularly be required to sit, stand, walk, use hands and fingers, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk or hear, and lift up to 50 lbs.
- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to work under stress with time constraints.
- Work is performed in a normal office atmosphere, and outside with exposure to all elements of nature.

EVALUATION

Performance of this job will be evaluated in accordance with provision of the Board's policy on evaluation of personnel.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

GENERAL INFORMATION:

FLSA Status	Exempt
Worker's Comp Class Code	9015
EEOC Job Category	Officials and Administrators
EEOC Job Function	Financial Administration
EEOC Job Category	Officials/Administrators
Safety Sensitive	YES NO
Safety Category (if applicable)	FTA-FMCSA-NON-DOT
Paygrade:	BOCC approved