



## Utilities Director

Grade: 180– Exempt

Department: City Manager

Salary Range: \$70,688.32 - \$106,032.48

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### **DESCRIPTION OF WORK:**

This is highly technical, managerial, supervisory and responsible administrative work directing the City's public utility programs. Responsible for oversight and management of the Water and Wastewater divisions to ensure that water and wastewater facilities and systems are operated and maintained efficiently and in accordance with federal, state and local standards and regulations, and in a manner, which protects and preserves the environment and public health. Responsible for technical and administrative operations of public utilities in accordance with municipal policies, rules and regulations. Supervises personnel in above areas. Considerable independent judgment and initiative is required in performing assigned tasks. Considerable tact and courtesy are required in frequent contact with employees, other department directors, city officials and the public. Strong project management and supervisory skills are critical.

This is a mission critical position: Essential employees may be required to work during an undeclared or declared emergency. The City Manager makes the determination on who will be required to work in times of emergency.

### **ESSENTIAL JOB FUNCTIONS:**

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

- Plans, organizes, and directs all work programs related to public utilities. Conducts studies and oversees the implementation of mandated environmental reports such as water audits, leak detection surveys, backflow cross/connection plan and water quality reports. Prepares and coordinates the permitting and re-permitting of water and wastewater facilities. Ensures compliance with all permit conditions.
- Formulates general operating policies with respect to all phases of public utilities. Develops, recommends, implements and updates standard operating procedures to economize operations in the repair and maintenance of facilities while increasing productivity.
- Directs the preparation of agenda items for the City Commission. Attends Commission meetings and workshops. Present agenda items to the City Commission when appropriate.
- Participates in the review of major development and construction plans involving the department.
- Prepares Requests for Proposals and participate in the selection of contractors for services.

- Perform supervisory duties such as instructing, assigning work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, selecting new employees and recommending transfers, promotions, disciplinary action, discharges and salary increases as appropriate. Oversees and manages division personnel to ensure that all water and wastewater facilities are operated, repaired and maintained efficiently and effectively and in a manner to comply with all federal and state standards, permit conditions, and rules and regulations.
- Analyzes and designs departmental work processes, operations, and construction project approaches to continuously address effective and efficient service delivery.
- Directs the development, administration, and review of the departmental budget; exercises control over expenditure; prepares the budget, evaluates, the need for and recommends the addition of new personnel, material, and equipment. Oversees, analyzes, and evaluates the City's capital improvement projects.
- Provides project management for construction projects. Coordinates technical bid specification preparation, review and processing. Attends bid openings, evaluates bids and provides bid recommendation.
- Participates in grant application programs, directs administration of the permitting process and related regulations through the Department of Environmental Protection, Southwest Florida Water Management District, and other related agencies pertaining to public utilities.
- Responds to emergencies and critical incidents, and assumes responsibility for determining proper resolution and any necessary mitigation in compliance with applicable regulatory standards.
- Any additional assigned by the City Manager.

#### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of all phases of managing water production, storage treatment, and transmission; and wastewater collection, treatment, and disposal to include expansion of systems, permitting, repair, maintenance, and operations.
- Knowledge of state and federal regulatory standards and rules and regulations pertaining to permitting, operating and maintaining water and wastewater facilities.
- Knowledge of systems and facilities repair and construction techniques.
- Knowledge of City comprehensive plans, development, and administration.
- Knowledge of the principles/practices of maintenance, construction, and repair as applied to public utilities.
- Knowledge of administrative practices and procedures.
- Skill in communicating with others, both orally and in writing.
- Skill in management techniques, budgeting, and technical knowledge to work with contractors, planners and engineers.
- Ability to quickly organize and manage personnel and equipment resources in all situations.

- Ability to work independently and to use good judgment in all situations.
- Ability to establish and maintain effective working relationships with government officials, city employees, contractors, the news media, and the public.
- Ability to identify equipment and personnel problems and to implement appropriate corrective action quickly and efficiently.
- Ability to read, understand and comprehend complex engineering drawings, plans and specifications.
- Ability to assess long range City development requirements and formulate proposals or alternatives and prepare written reports communicating such.
- Ability to communicate by preparing written reports and by public presentations to small or large audiences.
- Ability to draft ordinances and regulations and to maintain good working relationships with superiors, subordinates, other departments, other governmental agencies, and the public.
- Ability to provide effective leadership.

#### **LICENSES/CERTIFICATIONS:**

- Must possess a valid Florida driver's license.
- Class "C" water certification and Class "B" wastewater certification.
- Must possess the National Incident Management System (NIMS) IS-700 within 30 days of employment and the ICS-100 and ICS-200 within 90 days of employment. There may be additional NIMS required, which will be scheduled by your supervisor.

#### **EDUCATION AND EXPERIENCE:**

Graduation from an accredited university with a Bachelor's degree in Civil Engineering, Sanitary or Environmental Engineering, or Business or Public Administration. Experience in the maintenance, repair and operation of a water/wastewater utility system.

Five to ten (5-10) years of progressively responsible experience in public utilities, project management and operations; three to five (3-5) years in a supervisory/management capacity; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. State or local governmental experience is preferred.

#### **SUPERVISION RECEIVED:**

Reports to and receives general direction from the City Manager and is given considerable latitude in planning and executing work.

#### **SUPERVISION EXERCISED:**

Supervises all staff in the Public Utilities Departments.

#### **ADA COMPLIANCE:**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling objects and materials of light

weight (5-25 pounds). Tasks may involve extended periods of time at a keyboard or work station accessing, inputting and retrieving information.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate both orally and in writing.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

"The City of Dade City 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.

**EMPLOYEE/APPLICANT SIGNATURE REQUIRED**

I \_\_\_\_\_ hereby acknowledge receipt and review of this job description with the City Manager and Director of Human Resources. I understand the essential job functions associated with this position and the essential physical skills. I am also aware of the environmental conditions related to performing the essential functions. I have been advised of any required licenses for this position and will maintain them if currently held or will obtain them within a period specified.

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(Signature)

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(Date)