

MAJOR FUNCTION

This is responsible professional, supervisory and administrative work directing all operations of the Construction and Operations Division of the Underground Utilities and Public Infrastructure Department. The incumbent is responsible for planning, directing, and coordinating activities essential to the effective operation of the municipal gas and water and sewer distribution systems and the construction, maintenance and repair of city streets, street painting, city sidewalks, traffic signs, drainage facilities and other related projects. Work involves the application of professional, technical and administrative knowledge of the development, construction, maintenance and improvement of the water, gas, sewer, street, drainage and sidewalk systems. Programs and objectives are set forth under the administrative direction of the General Manager-Underground Utilities and Public Infrastructure. However, the incumbent exercises considerable independent judgment in carrying out routine and on-going activities. Work is reviewed by the General Manager through observation, reports, and evaluation of work accomplishments.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Plans, organizes, directs and inspects the work of subordinates assigned to all areas of the gas, water and sewer distribution systems (including the operation, maintenance, repair, construction, and meter and taps); and plans, directs and coordinates the construction, repair and maintenance of new/or existing streets, sidewalks, street appurtenances, and traffic signs and the maintenance of storm drainage facilities by establishing goals, objectives, work plans, and schedules for the safe and effective use of resources allocated to these areas. Develops, recommends, and implements operating policies and procedures to ensure the reliability of the all assigned systems, as well as ensuring compliance with applicable Federal, State, and local laws, rules and regulations. Oversees and performs contract development, preparation, and monitoring. Promotes a safety program within the division for all employees. Ensures compliance with the Division's regulatory measures. Directs the collection of field data relating to the preparation of cost estimates for system construction and maintenance projects; checks and approves time and material estimates. Coordinates permitting and environmental requirements in the gas, sewer and water distribution system operations. Directs and personally participates in studies involving operations and costs; recommends and/or purchases equipment; recommends possible expansion of services. Receives and processes complaints and participates in customer relations work. Keeps technical and operating records and makes administrative reports. Coordinates with the department's Financial Services Division in developing, implementing, and monitoring the division's annual operating plan and the five-year capital improvement plan. Prepares and administers annual budget programs for the Division. Coordinates with other City departments/divisions projects, studies, contracts, and activities that involve and impact the Division. Manages personnel actions and issues including hiring, advancement, retrogression, dismissal, disciplinary action, training and staff development and the grievance process, in compliance with city policies and procedures and makes recommendations to the General Manager, as applicable. Conducts performance evaluations and recommends approval or denial of merit increases. Performs related work as required.

Other Important Duties

Prepares correspondence, memoranda, agenda items, and reports. Serves on various boards, and committees. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of engineering principles and practices as applied to the maintenance, operation and construction of municipal gas, water, sewer, sidewalk, street and storm drainage facilities. Thorough knowledge of the materials, methods, practices and equipment used in construction, maintenance and knowledge of repair of gas, water and sewer distribution systems, and the sidewalk, street and storm drainage facilities. Considerable knowledge of the principles of supervision, training and performance evaluation. Functional knowledge and application of Geographic Information Systems (GIS), Global Positioning Systems (GPS) and Mobile Work Management Systems (MWMS), as applicable to gas, sewer and water distribution utility system operations, and the sidewalk, street and storm drainage facilities. Ability to develop working plans and coordinate all street and drainage related activities. Ability to plan, organize, direct and train employees in a manner conducive to full performance and high morale. Ability to work with and for the general public. Ability to write clear and concise technical or administrative reports. Ability to make oral presentations to the General Manager, City Manager, City Commission or other groups. Ability to establish and maintain effective working relationships as necessitated by the work. Demonstrates interpersonal facilitation and communication skills. Skill in the use of microcomputers and some associated programs, applications and databases necessary for successful job performance.

Minimum Training and Experience:

Possession of a Bachelor's Degree in civil, environmental, chemical, sanitary or a related engineering field, and five years of professional or technical experience in the construction, operation, or maintenance of water, wastewater, electric, or gas utility systems; or an equivalent combination of training and experience. A high school diploma or an equivalent recognized certificate and ten years of technical or professional experience in water, wastewater, electric or gas utility system operations may be substituted for the above training and experience requirements. At least three years of the required experience must be in a supervisory capacity.

Necessary Special Requirement

Possession of a valid class E State driver's license.

Possession of a Water Distribution System Operator Level III and/or a valid Wastewater Collection Class C license or higher.

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