

MAJOR FUNCTION

This is highly responsible senior management and professional work providing leadership, direction, and oversight for one of the UUPI engineering in the areas of public infrastructure, stormwater management, or water/wastewater. Successful job performance requires management of a variety of complex and multifaceted projects and operations. Work is performed with considerable independent judgment under the general administrative direction of an Assistant General Manager- Underground Utilities & Public Infrastructure, who reviews and evaluates the division's work accomplishments through conferences, analysis of reports and projects completed, and results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Responsible for developing the organization, work plans and procedures and overseeing the operations of the assigned area of responsibility consistent with the UUPI Mission, workplans, and objectives. Responsible for ensuring that operational responsibilities are conducted within applicable prudent utility and public works practices, generally accepted engineering practices and consistent with the City's customer service standards. Participates in the development of the UUPI Operational Plan to support the City's strategic plan. Oversees and provides leadership and direction for the development of cost estimates, plans, specifications and schedules for projects within the division. Directs, coordinates and oversees the purchase, acquisition and management of contracts and purchases for materials and services to support division projects and programs. Responsible for analyzing, preparing, and administering the division's operating and capital budgets. May sign and seal engineering documents as the engineer of record. Coordinates with other UUPI and City staff, as well as other local and state governmental entities such as Leon County, Blueprint, Capital Regional Planning Agency, Florida Department of Environmental Protection, and the Florida Department of Transportation. Responsible for the establishment and administration of safety programs and practices to promote a safe work culture. Develops and administers citizen participation and public input processes for capital improvement projects. In conjunction with the City's Environmental Services Department, coordinates environmental planning, permitting, and compliance activities, as well as serves as liaison with federal, state and local regulatory agencies. Prepares reports and renders testimony on the City's behalf before regulatory agencies, public hearings and legal proceedings. Prepares and reviews City Commission agendas and materials. Represents UUPI with the local media, public, customers and other City Departments in assigned areas of operation. Manages personnel actions and issues including hiring, advancement, retrogression, dismissal, disciplinary action, training, staff development and the grievance process, in compliance with City Policies and Procedures and makes recommendations to the Assistant General Manager, as applicable. Makes special assignments and balances workload per productivity and timeline goals. Conducts performance evaluations. Recommends approval and disapproval of merit increases. Performs related work as required.

Other Important Duties

May serve in the capacity of the Assistant General Manager - UUPI. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge in one or more of the department's operational areas (water resources management and engineering, stormwater management, transportation management and engineering, public infrastructure engineering, capital project planning, design and construction, wastewater treatment and water quality). Considerable knowledge of local, state, and federal rules

and regulations regarding assigned areas of responsibility. Considerable knowledge of the principles of supervision, training and performance evaluation. Through knowledge of financial management issues including, budgeting (operations and capital), project accounting, utility fees, procurement activities, and cost control/tracking. Ability to direct complex engineering design. Ability to plan projects and prepare related designs, estimates, and specifications. Ability to plan and supervise the work of contractual, technical, and professional staff. Ability to work in a collaborative manner across organizational lines and with individuals at all levels of the organization. Ability to read, interpret and explain applicable regulations, plans and specifications. Ability to prepare and/or direct preparation of technical reports, analyses and documents. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Demonstrates interpersonal facilitation and communication skills necessary to effectively develop and administer citizen participation and public input processes for capital improvement projects. Possesses management style and values that are consistent with the UUPI mission and City values. Skill in the use of microcomputers and associated programs and applications related to area of responsibility and necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering or a related field and six years of professional and administrative experience that includes one or more of the following areas of expertise: (i) public infrastructure planning, design, and construction; (ii) stormwater utility; or (iii) water/wastewater planning, construction or operations; or experience in a closely related field. Three years of the required experience must be in a supervisory capacity.

Necessary Special Requirements

Possession of a valid class "E" State driver's license at the time of appointment.

Must possess a Professional Engineer license at the time of application. Must obtain a Professional Engineer license in the State of Florida within one year of employment. Must maintain registration in the state of Florida for continued employment.

During emergency situations, incumbents are considered essential employees and must be available to work for extended hours over periods including being away from family for extended periods.

Established: 10-18-25