

MAJOR FUNCTION

This is a responsible executive-management position responsible for assisting the General Manager with the administrative management of the Underground Utilities and Public Infrastructure Department and directing designated units of the department on an ongoing basis. The work includes formulating and administering policies, procedures, and programs relative to water, wastewater and stormwater planning, funding, design, construction, and operations. Day-to-day responsibilities include directing major functions of the department that include, but are not limited to water resource engineering, water quality, public infrastructure engineering, construction and inspection, and streets and drainage construction. Work is performed under the administrative direction of the General Manager-Underground Utilities and Public Infrastructure. The incumbent exercises considerable independent judgment, discretion, and initiative in carrying out responsibilities with efficiency and effectiveness. Work is reviewed through reports, conferences, observations, analyses of reports and recommendations, and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Assists the General Manager with the administrative management of the Underground Utilities and Public Infrastructure Department. Supervises, directs, plans, coordinates, and instructs personnel within the major capital projects teams, water resource engineering, water quality, public infrastructure engineering, construction and inspection, and streets and drainage construction and other units of the department, as directed by the General Manager. Directs and monitors the preparation of the budget for major capital projects and operating divisions within the scope of responsibilities. Makes procedural and operational recommendations to the General Manager. Inspects work performed within the areas of responsibility for compliance with regulatory and or organizational standards. Coordinates work activities and programs of the department with other City, State and County programs and projects, and with private entities. Assists the General Manager in maintaining and promulgating necessary departmental rules and regulations in accordance with personnel rules and regulations and City policy. Assists in ensuring departmental compliance with the City's Fair Employment Practices Plan, equal employment opportunity requirements, and related federal and state laws. Prepares reports, correspondence, City Commission target issue presentations, and agenda items. Investigates and resolves public/consumer complaints that have escalated beyond the level of lower supervisors and managers. Recommends the selection, advancement, transfer, grievance adjustment, discipline and dismissal of departmental employees. Conducts performance reviews and recommends the approval or disapproval of merit increases. Serves in the capacity of Department Director in the absence of the General Manager. Performs related work as required.

Other Important Duties

Leads cross-functional teams for strategic planning. Attends and participates in conferences and meetings and represents the perspective of the department or the City, as directed. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of modern techniques, methods, procedures, principles, and practices of engineering and underground utility operations. Thorough knowledge of personnel, finance, general office and business administration, and the ability to apply them. Thorough knowledge of the principles, practices, and techniques used in the operation of drinking water, wastewater, reuse water, stormwater, and gas utility, as applicable. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to plan, direct, supervise, coordinate, organize, and

inspect underground utility plans, programs, and activities. Ability to prepare written technical reports, estimates, and construction and cost records. Ability to plan, assign, instruct, review, and evaluate work assignments of technical and professional personnel. Ability to address civic organizations or other public or private groups on subjects relative to specific underground utility programs and projects. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop, and present underground utility plans and programs. Possesses management style and values that are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communication skills. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering, environmental engineering, or a closely related engineering discipline and four years of professional and administrative experience in underground utility operations; or an equivalent combination of training and experience; or possession of a bachelor's degree in water resource management, hydrology, biology, water quality, environmental management, business or public administration, or a related field and five years of professional and administrative experience in underground utility operations; or an equivalent combination of training and experience. Three years of the required experience in each qualifying option above must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Must possess registration as a professional engineer at the time of application and become registered as a professional engineer in the State of Florida within one year from date of employment.

An incumbent of this job classification may be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

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