

Title: Assistant Director of Water Utilities
PG: PB4
Status: Civil Service
Position Reports to: Director of Water Utilities
Department: Water Utilities

Class Code: 1047
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a highly responsible, administrative, and professional work directing all activities of Water and Wastewater Operations. Work involves overall responsibility in planning, directing, and coordinating the activities of the staff in a safe and effective operation. Work is performed with considerable independence within the framework of departmental policies and is reviewed through conference reports and system performance results. Work is performed under the general direction of the Director of Water Utilities and is reviewed primarily through consultation, written reports and an evaluation of the operations, and conformance with regulatory requirements.

ESSENTIAL FUNCTIONS:

1. Oversees the overall direction of the utility's various sections; conferring with and advising division supervisors on matters of daily operations, problem solving, and long term goals and objectives.
2. Implements and directs utility procedures, and policies for the safety of personnel and to ensure an efficient operation.
3. Implements the decisions and policies of the Department and City administration.
4. Develops, and administers annual budgets.
5. Coordinates the activities of the utility in the development of short and long term capital improvement and expansion programs.
6. Participates and leads in the preparation of rate and impact fee studies
7. Keeps abreast of current technology, methods, and developments in utility operations and maintenance.
8. Ensures that all activities conform to local, state, federal, and environmental regulations and attends meetings related to regulatory agency involvement.
9. Ensures appropriate training and development of staff.
10. Performs public relations work involving utility operations and assists the public in interpreting established policies relating to the customer.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of utility requirements, practices, operations, processes, equipment and components, including treatment plants, pumping stations, and collection or transmission systems.
2. Thorough knowledge of the management practices and planning strategies of a municipal utility.
3. Ability to determine and plan short and long range expansion and reconstruction needs, and to plan and organize work using workforce management principles for the effective accomplishment of such objectives.
4. Ability to effectively coordinate the activities of a number of subordinates engaged in various activities and programs.
5. Extensive knowledge of regulatory requirements involved in the treatment and distribution of water, or treatment and disposal of wastewater and sludge.
6. Thorough knowledge of modern principles and practices of water or wastewater utilities.
7. Ability to communicate effectively, both orally and in writing.

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8. Ability to establish and maintain effective working relationships with officials, agencies, businesses, other City employees and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a degree in Engineering or Business Administration.
2. Four (4) years of experience in water or wastewater operations.
3. Six (6) years in a supervisory or administrative capacity.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must maintain a valid State of Florida driver's license.
2. Must possess and maintain a valid phone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.