

Title: Director of Water Utilities
PG: PB2
Status: Non-Civil Service
Position Reports to: Deputy City Manager
Department: Water Utilities

Class Code: 1030
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is administrative and executive work directing the operation of the City of Lakeland Water Utilities Department. Work involves broad financial, technical and operational responsibilities, which are performed through authorities derived from the City Manager. Performance is reviewed by the City Manager for effectiveness and efficiency of departmental operation in conformance with established strategies.

ESSENTIAL FUNCTIONS:

1. Develops, maintains, and ensures conformance with City and Department policies and procedures for the proper operation of the Water and Wastewater Utilities.
2. Establishes and maintains Department policies to ensure safe working conditions and those policies are adhered to within the department.
3. Establishes goals and objectives for the department, groups and divisions to support City Mission, Vision, and Strategies.
4. Responsible for customer/business development while marketing The Utility to current and future customers.
5. Monitors utility operation performance and initiates changes as required.
6. Directs preparation of annual budget and controls operations within approved budget.
7. Ensures operations are in accordance with City, County, state and federal regulations.
8. Directs computer and system studies to determine future utility expansion and directs preparation and submission of various planning documents.
9. Coordinates with various utilities and officials to develop interconnecting systems, bulk water sales, and utility service agreements.
10. Prepares reports, memos and presentations for City Manager, City Commission and other external organizations.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of management principles and practices of administering and directing the activities of managerial, professional, technical, skilled and unskilled personnel.
2. Extensive knowledge of water and wastewater utility organization, operation, planning, and practices.
3. Thorough knowledge of county, state, federal, and local laws and regulations pertaining to water and wastewater utilities.
4. Ability to determine long range needs for system expansion and develop plans to accomplish such objectives.
5. Ability to prepare and/or direct the preparation of technical reports, analyses, and documents, and to communicate effectively, both orally and in writing.
6. Ability to plan and enforce a balanced budget, to include capital improvement expenditures.
7. Ability and willingness to establish and maintain effective working relationships with co-workers, other City employees, the general public, and public and private officials.

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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, and routine keyboard operations.
The job risks exposure to bright/dim light with no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year accredited college or university with a degree in Engineering, Business, or Management.
2. Six (6) years experience in management of a Water or Wastewater Utility.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Certified Public Manager (CPM) certification, or completion within three (3) years.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone 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.