

<b>DIRECTOR OF UTILITIES</b>
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**MAJOR FUNCTION**

This is a professional and administrative position charged with directing, managing, planning, coordinating, and maintaining the County utilities infrastructure to ensure that water, wastewater, reuse water are provided to protect public health and comply with regulatory and environmental requirements. This position is responsible for the capital improvement program, maintaining and evaluating various components and systems of the existing infrastructure and leading the County in the design of long term solutions for the County-wide utilities system to include but not necessarily limited to: water utilities, wastewater utilities and reclaimed water utilities. This position must respond to citizen, public official and administrative complaints.

**ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are needed for the effective and efficient management of the County. Work is performed under the direction of the County Administrator and performance is reviewed through conferences, reports submitted, evaluation of departmental accomplishments and the efficiency and effectiveness of the results obtained.

- Provides advisement and direction to County Management and contract personnel in the planning and design of long term solutions to the County's utilities infrastructure.
- Directs work of utilities staff, contractors and other interested parties for County utilities renovation, expansion, acquisitions, and construction projects.
- Prepares, reviews, and administers yearly and long-range operational budget plans to ensure optimum efficiency and effective use of revenues.
- Periodically reviews water and sewer bonds and rate structure and budgetary needs and makes recommendations to the County Administrator.
- Locates, researches, and negotiates with private and public sector entities for the acquisition of water distribution and wastewater collection and treatment facilities.
- Develops strategic plans to address the expanding demand for utilities county-wide and makes recommendations to County Commissioners and County Administrator.
- Oversees construction of water distribution and wastewater collection and treatment facilities.
- Negotiates, develops, and maintains agreements with private sector developers to establish criteria and standards for water distribution and wastewater collection and treatment.
- Develops short and long range goals, objectives, and strategies to meet future demand on water and sewer systems infrastructure.
- Coordinates and participates in the design and construction of water and sewer facilities, including reviewing and recommending proposals developed by engineers, architects, attorneys and contractors.
- Directs activities of department employees, resolving problems and maintaining motivation.

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- Interprets and prepares statistical, technical, and facility reports to identify short and long term plans for operation and maintenance of utilities systems.
- Oversees the initiation, implementation and review of all budgetary and fiscal matters within the scope of responsibility.
- Establishes and maintains effective and positive relationships with the community. Attends conferences, public/community meetings, board or professional meetings as may be directed or necessary.
- Prepares and presents various reports to the County Administrator, County Commission and/or governmental federal, state and local agencies as may be appropriate concerning issues affecting the County.
- Meets regularly with the Commissioners to discuss projects, programs, plans, problem resolution and related issues.

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, consultants, contractors, administrators, public officials, citizens, and customers of the department. Service is provided in person and by phone contact.

### **SUPERVISION**

Direct supervision over assigned employees and indirect supervision of several employees who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

Graduation from an accredited college or university in Business Administration, or Construction Management or related field, MBA or related postgraduate degree preferred; eight to ten years progressively responsible and knowledgeable experience in managing large and rapidly expanding organizations and infrastructure (preferably in utilities and/or public works organizations); or any equivalent combination of education, training, and experience.

#### **Licenses**

Possession of a valid Florida Drivers License.

### **JOB SKILLS**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

**Language Skills**

- Ability to read, analyze, and interpret highly complex and technical documents.
- Ability to respond effectively to highly sensitive and/or confidential inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial, sensitive or complex topics to top management, public groups, and/or boards.

**Mathematical Skills**

- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory.

**Problem Solving Abilities**

- Functions independently as an expert in matters of specialized code, rules, policy, analysis, or complex technical systems.
- The ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

**Specialized Skills and Abilities**

- Knowledge of the principles and practices of utilities systems management, including water, wastewater, water reclamation and stormwater management.
- Thorough knowledge of all federal, state, and local regulatory requirements applicable utility systems management.
- Thorough knowledge of the funding process in a municipal environment as related to budgeting, cost accounting, financial planning and management.
- Ability to plan, implement, and coordinate technical and administrative programs.
- Ability to deliver quality projects on time and within budgets.
- Ability to simultaneously handle multiple projects.
- Ability to effectively conduct negotiations with current and perspective consultants.
- Must possess effective and confident communication skills in all disciplines of communications

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field in both oral and written formats.

- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl; and will regularly be required to sit, use hands to finger, handle, or feel, and frequently talk or hear. Vision requirements include color vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this job is quiet but may involve frequent interruptions where noise level will be moderate.

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Pay Grade: 32	Status: E
Job Description Number: 1037	Revised: