

UTILITIES ASSISTANT DIRECTOR

MAJOR FUNCTION

This is an administrative position charged with assisting the Director of Utilities in managing the activities of the County's comprehensive water and wastewater operations, including budget administration, customer service, and field operations and programmed maintenance. This position is also responsible for the maintenance of the Department's Business Plan, Environmental Management Program, and Emergency Response Plans.

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, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Provides analysis regarding potential acquisition of private and public sector water and/or wastewater systems by the County.
- Assists in the preparation of agreements between the County and private sector developers to establish standards, terms and conditions for installation and transfer of water and wastewater systems.
- Seeks to improve processes and reduce operating costs while increasing the level of service to our customers.
- Assists in the upkeep of the Department's Business Plan and Capital Improvement Program.
- Develops and maintains the Department's Environmental Management Program to ensure regulatory compliance and reduce the Department's environmental impact.
- Supervises the upkeep of the Department's Emergency Response Plans, including but not limited to Hurricane Response, Pandemic Influenza Continuation of Operations Plan, and catastrophic loss planning.
- Drafts Standard Operating Procedure for field operations and maintain functions.
- Oversees the professional development training programs for department personnel, including the development and maintenance of Performance & Development Qualifications and continuing education requirements for licensed personnel.
- Oversees the water conservation program for the Department.
- Oversees the preparation of the operational budget and Capital Improvement Program.
- Communicates with appropriate federal, state and local regulatory agencies to ensure compliance with regulations and permits.

UTILITIES ASSISTANT DIRECTOR

- Assists in the development of short and long range goals, objectives, and strategies to meet future water and wastewater needs.
- Prepares monthly reports providing statistical data, status of projects and Utility Department highlights.
- Supervises department employees, resolves problems and maintains motivation.
- Reviews contracts and agreements with the County Attorney's office to ensure that contract documents, consultant agreements and agreements with other are appropriate.
- Assists the Director in representing the Utilities Department before the Board of County Commissioners including the preparation of material for items requiring Board approval.
- Assists the Director in representing the County before regulatory agencies, homeowners associations, developers and contractors.
- Coordinates with the Finance Department regarding budgets, utility revenue bonds, revenue and expense projections and other financial matters.
- Develops procedures for implementing changes in organization and administrative systems as directed. Supervises installation of such plans.
- Assists the Director in development and implementation of department policy and program plans for various functions of the department.
- Makes procedural and operational recommendations to the Director
- Assists in preparing requests for proposals and bid specifications from contractors and managing consultants.

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, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Direct supervision over a relatively small number of employees and indirect supervision of a moderate size staff that report to other supervisors or managers. Includes assigning, directing,

UTILITIES ASSISTANT DIRECTOR

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, CERTIFICATIONS

Education and Experience

Graduate from a four-year accredited college or university with a degree in Civil or Environmental Engineering; with five years experience in supervision and administration of utility planning, design, construction and water and/or wastewater treatment operations including financial operations; or equivalent combination of experience and education

Licenses

Valid Florida Driver License.

JOB SKILLS

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 the most sensitive 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 or complex topics to top management, public groups, and/or boards.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.

UTILITIES ASSISTANT DIRECTOR

- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.

Specialized Skills and Abilities

- Thorough knowledge of Florida Department of Environmental Regulation and Health Department regulations as they pertain to water and wastewater systems.
- Knowledge of the practices, methods, techniques, and equipment used in the operation, maintenance, and construction of water and wastewater treatment facilities and water distribution and sewer collection systems.
- Ability to read and interpret standard developers' agreements. Ability to read and interpret blueprints.
- Ability to supervise, delegate, plan, and review the work of technical and administrative personnel.
- Knowledge of budget preparation, revenue bonds and financial issues with respect to utility operations.
- Ability to prioritize and analyze data. Ability to meet multiple deadlines.
- Ability to deliver public presentations and prepare comprehensive and technical reports.
- Ability to communicate tactfully and effectively with employees, officials, and members of the general public.
- 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.

Machinery 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.

UTILITIES ASSISTANT DIRECTOR

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, use hands to finger, handle, feel, stoop, kneel, crouch, crawl, taste, or smell; will regularly be required to sit, reach with hands and arms; and will frequently be required to talk or hear. Vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions and outdoor weather conditions. The typical noise level is moderate.

Established: 5/2004	Category:1
Pay Grade: 28	Status: E
Job Description Number: 1114	Revised:4/2011