

**MAJOR FUNCTIONS**

This is responsible managerial, administrative and supervisory work directing the activities of the water, wastewater, and stormwater engineering operations, as well as the City's stormwater utility and water resource management program. The work includes formulating and administering policies, procedures, and programs relative to water, wastewater and stormwater planning, funding, design, construction, and operations. Considerable independent judgment, discretion and initiative are exercised in carrying out the daily operations. Work is performed under the executive direction of the General Manager-Underground Utilities, who indicates results desired, and reviews the work through conferences, reports, and program results to determine conformity of results with stated and desired objectives.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, directs, trains and supervises professional, technical, and administrative staff in the Water Resource Engineering Division. Prepares and administers the division's annual operating and capital improvement budgets, in coordination with the Financial Services Division. Defines and evaluates water resource management goals and develops sound and logical policies to guide staff in achieving those goals. Performs necessary analysis and planning to develop strategic plans, revenue, and detailed work programs to implement and sustain comprehensive water, wastewater, and stormwater resource management programs. Defines the water resource portion of the Comprehensive Plan and determines how to achieve the desired goals and policies. Manages contracts for and provides administrative direction to continuing service contract engineers engaged in construction programs for water, wastewater and stormwater infrastructure. Prepares engineering reports and agenda items and makes presentations to the public, administration, and City Commission regarding the City's water resource management programs. Confers, negotiates with and makes presentations to officials and other representatives of governmental agencies, engineering firms, contractors, and the general public on problems relating to projects being proposed or in progress. Develops quality and productivity improvement capabilities to improve services and effectiveness. Reviews escalated customer issues and provides staff direction to manage outcomes. Recommends the hire, transfer, promotion, discipline, grievance resolution, and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to City programs, policies, and procedures as appropriate. Serves as media contact for water resource matters. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of water, wastewater, urban stormwater, roadway and environmental engineering. Thorough knowledge of federal, state and local regulations applicable to areas of responsibility. Thorough knowledge of the principles and practices of modern administration and management. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to plan, train, schedule, and review the work of employees in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to make presentations clearly and concisely in written, oral or graphic form. Ability to make engineering and related mathematical computations. Ability to exercise sound judgment. Ability to analyze, interpret and report research findings and recommendations. Ability to

exercise analytical judgment in recommending operational changes or alternatives. 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 associated programs and applications necessary for successful job performance.

Minimum Training and Experience:

Possession of a Bachelor's Degree in civil, environmental, water resources engineering, or a field closely related to the aforementioned areas, and five years of professional experience that includes water resource program design and management. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement:

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.

Established: 06-27-91  
Revised: 05-24-94  
03-17-95  
04-16-04\*  
05-14-08  
06-07-08