

MAJOR FUNCTION

This is responsible senior and executive-management work providing leadership, direction and oversight for one of the following divisions of the Underground Utilities and Public Infrastructure Department: Stormwater and Public Infrastructure Engineering, Wastewater Treatment Operations, Underground Utilities and Public Infrastructure Construction Operations, and Gas Operations and Business Development. Successful job performance requires management of a considerable variety of professional and complex work associated with underground utilities and public infrastructure operations. The incumbents serve on the department's management team and exercises considerable independent judgment, discretion, and initiative in carrying out designated responsibilities with efficiency and effectiveness. Work is reviewed through reports, conferences, observations, analyses of reports and recommendations, and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Responsible for developing the organization, work plans and procedures and overseeing the operations of an assigned division consistent with the Underground Utilities and Public Infrastructure's mission, work plans and objectives. Responsible for ensuring that operational responsibilities are conducted within applicable prudent utility practices, generally accepted engineering practices and consistent with the City's customer service standards. Participates in the development of the long term Underground Utilities and Public Infrastructure strategic plan and the annual operational plans to support the strategic plan. Responsible for the establishment and administration of safety programs and practices to promote a safe work environment. Responsible for ensuring compliance with all applicable regulatory requirements including, but not limited to, Florida Department of Environmental Protection, Florida Public Service Commission; other applicable local, state and federal regulations and requirements, and standards. Oversees and provides leadership and direction for the development of cost estimates, plans, specifications and schedules for projects within the division. Directs, coordinates and oversees the purchase, acquisition and management of contracts and purchases for materials and services to support division projects. Responsible for analyzing, preparing, and administering the division's operating and capital budgets. Directs personnel activities within the division, including the hiring, transfer, promotion, grievance resolution, discipline and dismissal of employees. Develops goals and objectives for division staff, conducts performance evaluations and recommends approval or denial of merit increases. Responsible for reviewing plans and resolves problems in conjunction with top division personnel. Prepares and reviews City Commission agenda materials and represents the division before the City Commission. Prepares reports required to be filed with regulatory agencies on behalf of the City. Represents the division and Underground Utilities and Public Infrastructure with the local media, public, customers and other City Departments. Renders testimony on City's behalf before regulatory agencies, public hearings and civil courts. Manages personnel actions and issues including hiring, advancement, retrogression, dismissal, disciplinary action, training, staff development and the grievance process, in compliance with city policies and procedures and makes recommendations to the General Manager, as applicable. Conducts performance evaluations and recommends approval or denial of merit increases. Performs related work as required.

Stormwater and Public Infrastructure Engineering: Responsible for formulating, administering and management of policies, procedures, and programs relative to water, wastewater and stormwater planning, funding, design, construction, and operations. Specific areas of responsibility include, but are not limited to: water resource engineering, water quality, public infrastructure engineering, construction and inspection, and streets and drainage construction.

Wastewater Treatment Operations: Responsible for directing the operations of the wastewater collection systems, municipal wastewater treatment and disposal systems, reclaimed water treatment and water reuse, bio-solids treatment and disposal, maintenance support and inventory management for the department. Ensures system and operational compliance with industry regulatory, compliance and enforcement agencies.

Underground Utilities and Public Infrastructure Construction Operations: Responsible for planning, directing, and coordinating activities essential to the effective operation of the municipal gas, water and sewer distribution systems and the construction, *maintenance and repair of city streets, street painting, city sidewalks, traffic signs, drainage facilities* and other related project. Ensures system and operational compliance with industry regulatory, compliance and enforcement agencies.

Gas Operations and Business Development: Responsible for directing and coordinating the activities of the gas engineering staff, consultants, developers and other technical firms, as it relates to planning, design, and construction of natural gas projects, programs, marketing and conducting related studies. Ensures the maximum efficiency of the gas distribution system in accordance with the federal and state statutes and agency rules, regulations, policies and procedures applicable to the regulation and compliance enforcement of natural gas industry.

Other Important Duties

Serves as the General Manager–Underground Utilities and Public Infrastructure in his/her absence. Leads cross-functional teams for strategic planning. Attends and participates in conferences and meetings and represents the perspective of the department or the City, as directed. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Considerable knowledge in one or more of the department's operational areas (water resources management and engineering, capital project planning, design and construction, wastewater treatment, underground utility transmission and distribution, utility system planning and operations). Considerable knowledge of modern utility, business and management practices. Considerable knowledge in the principles of supervision, training, and performance management. Through knowledge of financial management issues including, budgeting (operations and capital), project accounting, procurement activities, and cost control/tracking. Knowledgeable in the applicable federal, state and local regulatory requirements applicable to area of assignment; environmental standards, other guidelines and rules. Knowledgeable in techniques used in contract negotiations and management for materials and services. Ability to manage multiple high priority complex issues simultaneously, potentially for long periods of time. Ability to work under significant pressure and demands while maintaining a professional demeanor. Ability to handle highly complex and controversial issues with tact and diplomacy. Ability to work across division lines, often times seeking output and support from other areas of the organization. Ability to apply sound business practices and corporate guidelines to make decisions based on available information with little or no direct supervision. Ability to prepare or direct preparation of technical reports, analysis and documents. Ability to communicate effectively both orally and in writing with a wide range of audiences including internal staff, other City departments, public, customers, regulatory agencies and the media. Ability to establish and maintain effective working relationships with internal and external stakeholders. 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 programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in engineering (discipline to be designated in accordance with vacancy), or a related field, and six years of professional experience in one or more areas associated with design, operation, regulation, or maintenance of: (i) stormwater; (ii) wastewater treatment; (iii) natural gas transmission and distribution; or (iv) underground and public infrastructure facilities; or an equivalent combination of training and experience. Three years of the required experience in each qualifying option above must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Stormwater and Public Infrastructure Engineering: 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.

Wastewater Treatment Operations: Must obtain a valid Florida Wastewater Plant Operator Class A License within one year of appointment, as a condition of continued employment.

Underground Utilities and Public Infrastructure Operations and Construction: Possession of a Water Distribution System Operator Level III and/or a valid Wastewater Collection Class C license or higher.

An incumbent of this job classification may be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

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