

**MAJOR FUNCTION**

This is highly responsible managerial, professional, and technical work directing, coordinating and administering the water and sewer engineering programs such as master planning, system modeling and capacity analysis, operations and maintenance support, and regulatory permit renewal. Important contacts are required with the public, neighborhood groups, businesses, business groups, officials of county, state and federal agencies, and consulting engineers. Duties are performed with considerable independence and discretion, requiring the exercise of extensive judgment and initiative in day-to-day operations. Work is performed under the general supervision of the Manager-Water Utilities Engineering who reviews the work through conferences, evaluation of completed projects, and analysis of reports.

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

Plans, directs, trains and supervises the work of professional engineers and other engineering support staff assigned to the work unit. Assists operations staff with the operation and maintenance of pump stations, water supply wells, piping network, southeast farm, reclaimed water system, and the wastewater treatment facility. Performs analysis and determines water and sewer system capacity needs for new development and re-development projects. Directs and manages the development of water, sewer, reclaimed water, and wastewater treatment master plans. Coordinates development of water and sewer programs with the public, City departments, county, state and federal agencies. Responds to citizen inquiries for services. Develops and administers a citizen participatory/public input process for water and sewer programs. Educates internal and external customers on water and sewer program concepts, available City programs, and other program aspects. Contracts with and manages multiple inter-disciplinary consultant contracts or City staff from other areas to prepare engineering, technical or scientific reports and/or studies. Prepares and administers program budget. Recommends and/or purchases equipment and materials; and recommends expansion of services. Recommends the hire, transfer, promotion, grievance resolution or discharge of subordinate personnel. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Act as technical liaison for water and sewer issues involving departments, divisions, public, county, city, state and federal legislative bodies. Seeks grant funding for water and sewer programs and prepares proposals, negotiates scopes and contracts for such grants. Attends and represents management/work unit at staff meetings, conferences, seminars, workshops, public hearings and other functions as required. Keeps abreast of innovations, developments and improvements in general and specific areas of responsibility. Performs related work as required.

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

Considerable knowledge of the management, planning, design, administration, operation and maintenance of water and sewer programs and facilities. Knowledge of local, state and federal laws, codes, and statutes relating to water and sewer management. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to express oneself clearly and concisely, orally and in writing. Ability to work with citizens, neighborhoods, and internal and external agencies to develop broad based project consensus. Skills in public deliberations and water and sewer programs planning and design. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance. Ability to schedule and direct

the work of subordinates. Possesses management style and values that are consistent with the City of Tallahassee's mission and values.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering or a related field and five years of professional and administrative experience that includes water and sewer program/project planning, development and/or design; or an equivalent combination of training and experience. Two 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 attain registration as a professional engineer in the State of Florida within one year from date of appointment, as a condition of continued employment.

Must possess a valid Class E State driver's license.

Established: 09-05-15