

MAJOR FUNCTION

This is responsible, professional, and administrative work managing the resources and activities dedicated to water utility engineering for short and long-term planning, design, construction, contract management, and inspection of the water utilities infrastructure, facilities, and projects. Duties include planning management to ensure adequate and cost effective methods and practices in the design, construction, and inspection of proposed water and wastewater facilities, and coordinating the activities of the work unit with those of contractors, regulatory agencies, other departments and citizens. Work is performed with considerable independent judgment under the general administrative direction the Manager-Water Resource Engineering, who reviews and evaluates the division's work accomplishments.

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

Manages, directs and coordinates the activities of the water utility engineering staff, consulting engineers and other technical firms in accordance with accepted practices and within the limits of available finances, as it relates to planning, design, and construction of water and wastewater capital projects, programs and conducting related studies. Coordinates the development, design and construction of water and wastewater facilities needed to meet the foreseeable demands upon these utilities. Provides the bridge between identified system needs and engineering design by developing system concepts consistent with good engineering practices, best available technology and regulatory agencies and programs. Directs the development of estimates, specifications, drawings and schedules for water utilities projects and associated equipment and manpower requirements. Initiates requisitions or recommends awards for materials, supplies, equipment and construction/installation contracts. Negotiates and administrates contracts with consulting engineers and other technical firms for goods and services, including the coordination of the inspection and acceptance of completed projects and programs. Meets with assigned staff of engineers and supervisors on technical and administrative matters. Directs environmental planning and compliance activities, as well as serves as liaison with federal, state and local regulatory agencies. Confers with the department's management and other technical/administrative staff of the department, City Engineering, developers, consulting/contracted engineers and the general public on various matters related to the Division's responsibilities. Interacts with other Underground Utilities senior managers in providing engineering services in support of projects, programs, and studies. Coordinates use of mapping and graphical information systems for use in water utility projects. Researches, evaluates, and presents innovative projects in areas under the incumbent's purview and performs specific studies related to system performance. Prepares reports and renders testimony on the City's behalf before regulatory agencies, public hearings and civil courts. Develops and administers the working unit' budget. Recommends hiring, transfer, promotion, grievance adjustment, discipline, and discharge of assigned staff. Conducts performance evaluations. Recommends approval and disapproval of merit increases. Performs related work as required.

Other Important Duties

Keeps abreast of general and job specific developments relating to area of responsibility. Prepares City Commission agenda items. Attends meetings and makes presentations to the City Commission, community groups, and other public officials. Serves on advisory or selection committees. May serve in the capacity of the division director as needed. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of planning and engineering methods, techniques and practices as are applicable to public utility systems. Knowledge of laws, codes, and statutes and engineering techniques involved in the planning, design and construction of water utility programs and facilities. Thorough knowledge of the sources of technical information as is applicable to area of responsibility. Thorough knowledge of computer applicability to engineering studies. Considerable knowledge of the principles of supervision, training and performance evaluation. Considerable knowledge of capital expenditure accounting and budgetary cost controls. Ability to direct complex engineering design. Ability to plan projects and prepare related designs, estimates, and specifications. Ability to plan and supervise the work of contractual, technical and professional staff. Ability to read, interpret and explain applicable regulations, plans and specifications. Ability to prepare and/or direct preparation of technical reports, analyses and documents. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Demonstrates interpersonal facilitation and communication skills. Skill in the use of microcomputers and associated programs and applications related to area of responsibility and necessary for successful job performance.

Minimum Training and Experience

Possession of a Bachelor's Degree in civil engineering or a related field and five years of professional experience that includes water or wastewater planning, design, and construction or a closely related field, two years of which must be in supervisory capacity.

Necessary Special Requirements

Possession of a valid class "E" State driver's license at the time of appointment.

Must possess State registration as a Professional Engineer at the time of application. Incumbent must attain registration as a Professional Engineer in the State of Florida within one year from date of employment.

Established: 11-13-01
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11-05-08