

MAJOR FUNCTIONS

This is a responsible managerial position directing the activities of the Stormwater Management Unit in evaluating, formulating, coordinating, implementing and managing the City's stormwater management program and stormwater utility. The work includes formulating and administering policies, procedures, and programs on stormwater planning, funding, design, construction, and operations and maintenance. Considerable judgment, discretion and initiative are exercised in carrying out the daily operations with efficiency and effectiveness. Work is performed under the direction of the Manager–Water Resources Engineering, 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 subordinates in the Stormwater Management Division. Prepares the recommended stormwater program annual operating and capital improvement budgets. Formulates and recommends the stormwater management program goals and develops sound and logical policies to guide the department in achieving those goals. Defines the stormwater portion of the Comprehensive Plan and determines how to achieve the goals and policies identified. Prepares reports and agenda items and makes presentations to the public, administration, and City Commission. Confers with 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. Requires the use and exercise of independent judgment. 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. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of urban stormwater, roadway and environmental engineering. Thorough knowledge of federal, state and local stormwater regulations. 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 which 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 or water resources engineering, or a related field and five years of professional experience that includes urban stormwater design and management. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement:

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.

Reestablished: 02-05-14