

MAJOR FUNCTION

This is a highly responsible senior management position responsible for providing leadership, direction and oversight for one of Underground Utilities & Public Infrastructure (UUPI) Divisions. Successful job performance requires management of a considerable variety of professional and complex work associated with UUPI service areas. The incumbents serve on the UUPI senior leadership team and exercise considerable independent judgment, discretion, and initiative in carrying out their responsibilities. Work is performed under the administrative direction of the General Manager – UUPI. The 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, for the assigned division consistent with UUPI's mission, work plans and objectives. Responsible for ensuring that operational responsibilities are conducted consistent with the UUPI plans and objectives while meeting all applicable prudent utility practices, generally accepted engineering practices, and City's customer service standards. Participates in the development of long-term UUPI strategic plans 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 culture. Responsible for ensuring compliance with all applicable regulatory requirements including, but not limited to, Florida Department of Environmental Protection, Florida Department of Transportation; other applicable local, state and federal regulations, 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. In accordance with applicable policies, manages personnel actions and issues including hiring, advancement, retrogression, dismissal, disciplinary action, training, staff development and the grievance process. 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 UUPI with the local media, public, customers and other City Departments. Renders testimony on City's behalf before regulatory agencies, public hearings and civil courts. Performs related work as required.

Other Important Duties

Serves as the General Manager–UUPI in their absence. Leads cross-functional planning teams. 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, transportation management and engineering, capital project planning, design and construction, wastewater treatment and water quality). 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; environmental standards; and other guidelines and rules that are applicable to area of assignment. 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/organizational lines, often seeking output and support from other areas of the City's organization and other local and state governmental entities. Ability to apply sound business practices and organizational 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 UUPI 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 UUPI mission and City 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 or a related field, and six years of professional experience in the design, operation, regulation, or maintenance of: (i) water (ii) stormwater; (iii) wastewater operations and treatment; (iv) transportation; or (v) public infrastructure facilities, or an equivalent combination of training and experience. Three years of the required experience 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.

Water & Wastewater: The selection process may take into account candidates who have a valid Florida Wastewater Plant Operator Class A License or equivalent license with reciprocity with Florida.

Operations & Maintenance: The selection process may take into account candidates who possess a Water Distribution System Operator Level III and/or a valid Wastewater Collection Class C license or higher or equivalent license with reciprocity with Florida.

Public Infrastructure & Stormwater: The selection process may take into account candidates who are licensed as a Professional Engineer in Florida or another state with reciprocity with Florida.

During emergency situations, incumbents are considered essential employees and must be available to work for extended hours or extended period including being away from family for an extended period.

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.

Established: 01-03-78

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