



April 2, 2019

FULL TIME

.....UTILITIES & PUBLIC WORKS DIRECTOR

Utilities Department

GENERAL DESCRIPTION: Work involves planning, managing and providing policy direction for two departments that have a significant financial, environmental, and safety impact. Reports directly to the City Manager.

ESSENTIAL JOB FUNCTIONS:

Coordinates and maintains advanced level projects. Consults with developers, architects, engineers, contractors and representatives of governmental agencies regarding major issues and long range plans. Directs the planning, design and construction of capital improvement projects. Prepares and analyzes department budgets and monitors multiple fund activity. Prepares statistical and analytical reports on departmental operations. Researches product and equipment upgrades. Delegates authority to personnel with assigned responsibility to ensure the proper functioning of staff. Provides for the dissemination of information to the public. Identifies and prioritizes departmental operating requests and monitors the performance of each operational program.

KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of and ability to apply modern techniques, methods, procedures, principles and practices of all phases of public works and utility department operations as required. Thorough knowledge of the use and care of all types of public works and utility department equipment, instruments, materials and supplies. Ability to plan, direct, supervise, coordinate, organize and inspect public works and utility plans, programs and activities. Ability to plan, assign, instruct, review, and evaluate work assignments of departmental personnel. Ability to establish and maintain effective working relations with subordinates, municipal officials, and the general public. Ability to prepare, develop and present long range public works and utility department plans and programs.

MINIMUM REQUIREMENTS:

PHYSICAL SKILLS: Able to lift up to 40 lbs. unassisted. Ability to climb, bend, stoop, squat and walk for long periods of time. Ability to read and convey basic information written and orally.

EDUCATION, TRAINING AND EXPERIENCE: Must possess a high school diploma or acceptable equivalency supplemented by college level course work. Must have a minimum of seven years of experience in utility management. A comparable amount of directly related experience may be substituted at the City's discretion for the minimum educational requirements.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Certifications in the use of heavy duty equipment including a Back-Hoe, Vector Truck, Crane Truck, Track-Hoe and/or Fork Lift preferred. Must possess a valid Florida Commercial Driver's License. Must possess a valid Florida certification/license in water and sewer.

JOB LOCATION: Utility Department, 6333 Ridge Road

STARTING WAGE: Determined by Experience