



## **UTILITY / PUBLIC WORKS UTILITY DIRECTOR PUBLIC WORKS & UTILITY DEPARTMENT**

### **MAJOR FUNCTIONS:**

Work involves planning, managing, and providing policy direction for multiple departments that have a significant financial, environmental, and safety impact. Reports directly to the Operations Manager & City Manager. Responsible for purchasing equipment and materials for the departments, creating and completing tasks, continuing maintenance of the utility, sewer, stormwater, parks, streets & sidewalk systems, and assigning and completing service orders issued by the Utility Billing office. Coordinates with the Public Works & Utilities Operations Supervisor for daily tasks, completion of projects, maintenance and emergency response workflow.

The City of Port Richey is approximately three-square miles, serving about 3,300 citizens and about 4,000 residents outside the City limits. The City's utility department currently maintains a wastewater collection system consisting of approximately fifteen (15) miles of wastewater gravity collection lines, about twelve (12) miles of force mains, and forty-five (45) lift stations, water distribution system infrastructure that consists of approximately forty-five (45) miles of water mains, fire hydrants, meters, valves, backflow prevention devices, and miscellaneous appurtenances the water lines consist of galvanized, concrete-asbestos, ductile iron, schedule forty (40), and various PVC service lines from 1" – 12", water production from a water treatment plant and a City-owned wellfield with a total of seven (7) water supply wells. The stormwater system consists mainly of a swale-to-outlet system.

### **ESSENTIAL DUTIES:**

- Coordinates and maintains advanced-level projects.
- Consults with developers, architects, engineers, contractors, and representatives of governmental agencies regarding significant issues and long-range plans.
- Directs the planning, design, and construction of capital improvement projects
- Prepares annual departmental budgets; provides time, materials, and cost estimates; exercises purchasing authorization procedures. Submits requisitions for equipment and materials
- 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.
- Formulates and implements practices, rules, techniques, and procedures to improve operational efficiency; establishes policies for assigned areas.
- Compiles reports; maintains responsibility for recordkeeping and reporting functions.

- Develops, implements, and reviews planning construction and maintenance activities and work progress.
- Responds to inquiries from the public and receives requests for information and complaints related to assigned area; investigates and resolves problems or refers to the appropriate source.
- Ability to operate and utilize ALL departmental equipment in a safe and efficient manner.
- Consults with other City departments or divisions to coordinate work activities as needed.
- Responsible for high-level reporting and preparing documentation for State agencies, Florida Department of Environmental Protection (FDEP), and Southwest Florida Water Management District (SWFWMD). Some reporting responsibilities are, but not limited to, Public Supply Annual Report (PSAR), Municipal Separate Storm Sewer System (MS4), Sanitary Sewer Overflows (SSOs), & Boil Water Notices, etc.
- **Special Requirement** – This position is considered to be “essential personnel.” It is required to have staff report to duty for emergencies such as floods, hurricanes, tornadoes, sinkholes, water/sewer breaks, and any other crises to ensure public safety (may delegate lighter emergencies to other staff).
- Completes other duties as assigned.

#### **KNOWLEDGE:**

- 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, including a Utility Capital Improvement Plan.
- Proficient in computer programs (Outlook, Excel, Word, PowerPoint, Adobe, Utility-Based Software).

#### **MINIMUM REQUIREMENTS:**

#### **PHYSICAL SKILLS:**

Able to lift up to 50 lbs. unassisted. Ability to climb, bend, stoop, squat, and walk for long periods of time. Ability to work at a computer station for an extended period of time.

**EDUCATION, TRAINING, AND EXPERIENCE:**

A Bachelor’s degree in business administration is preferred. Must possess a high school diploma or acceptable equivalency. Must have a minimum of seven (7) years of Public Utility experience, including lift station, sewer force mains, sewer gravity lines, maintenance holes, potable water mains, valves, and hydrants. Must possess a State of Florida Water Distribution Systems Operator Class Three (3) License. Must include a valid Florida Driver’s License. Must possess a Confined Spaces certification. Background or certifications in stormwater maintenance is preferred. Any additional certifications or licenses related to water, sewer, and stormwater not mentioned will be accepted and evaluated. Electrical background preferred.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

Must possess a valid Florida Driver’s License with a clean driving record acceptable by most automobile insurance companies. Must be trained or acquainted in the use of heavy-duty equipment, including a Back-Hoe, Vacuum VACTOR Truck, Crane Truck, Track-Hoe, and/or Fork Lift. Any certification or education related to wastewater, potable water, and stormwater training is preferred

**JOB LOCATION:** Utility Department, 6333 Ridge Road, Port Richey, FL 34668

**HIRING RATE:** Determined on Qualifications and Experience – Salary Starting \$75,000.00

**CLOSING DATE:** Open Until Filled

**BENEFITS:**

The benefits package includes 100% employer-paid medical, dental, and life insurance; vacation (first year – two weeks); sick (first year – two weeks); personal time (three days annually); ten (10) paid holidays (annually), and part of the Florida Retirement System (FRS) program. The City also has a deferred compensation program and access to additional insurance (i.e., Aflac)

Please visit [www.cityofportrichey.com](http://www.cityofportrichey.com) to obtain a job application. Contact Iris Nieves, Human Resources, at [i.nieves@cityofportrichey.com](mailto:i.nieves@cityofportrichey.com) or call 727-835-1269 for more information and/or submit your application.

*Applications are subject to the Florida open public records law and are subject to public disclosure.*

*The City of Port Richey is an Equal Opportunity Employer, a Drug-Free Workplace. It does not discriminate based on race, color, religion, creed, sex, national origin, age, disability, pregnancy status, sexual orientation, gender identity, veteran status, marital status, or other status protected by law.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_