

City of Brooksville

JOB DESCRIPTION

| | |
|------------------------|---|
| POSITION TITLE: | UTILITIES DIRECTOR/CITY ENGINEER |
| DEPARTMENT: | UTILITIES DEPARTMENT |
| SUPERVISED BY: | CITY MANAGER |

POSITION SUMMARY: Under administrative direction of the City Manager, plans, directs and supervises multiple divisions of the Utilities Department, including water/wastewater/reclaimed water, stormwater utility, engineering, streets, solid waste management, utility billing, traffic and fleet services, ensuring compliance with all applicable policies, procedures, laws and regulations and the provision of quality, uninterrupted services to the citizens of Brooksville. Serves as City Engineer. Performs related professional and administrative work as directed.

ESSENTIAL JOB FUNCTIONS:

- Plans, directs, and coordinates the activities of the Water and Wastewater Utility that includes the Utilities Operations, Water Production and Water Reclamation.
- Establishes standards, plans, procedures and schedules for expanding, operating, and maintaining the City's utility system.
- Oversees all functions related to water/wastewater/reclaimed water, stormwater utility, engineering, solid waste management, facilities maintenance, traffic and fleet services. Determines the major work elements or project tasks for department sections, and monitors the progress of all activities to ensure that resources are efficiently used and that projects stay on schedule.
- Supervises department professional, engineering, supervisory, and clerical personnel.
- Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending and approving disciplinary action, employee transfers, promotions and discharge.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Develops and implements department policies and procedures; ensures department compliance with all applicable policies, procedures, laws, regulations, codes, ordinances and permitting requirements. Interprets City codes for City personnel, outside agencies, contractors, developers, and permittees, as well as the general public. Executes permit applications as an authorized representative of the City to regulators.
- Develops and administers the department's annual budget; monitors and approves all expenditures.
- Coordinates the department's interaction and assistance with other City departments, County departments, other governmental and private agencies, the City Commission, and the public.
- Reviews design and contract documents prepared by staff and consulting engineers.
- Develops and implements various government programs, including recycling and reclaimed water programs.
- Advises the City Manager on a variety of related topics.

- Administers grants received for program/project funding.
- Receives and reviews reports from division directors; makes recommendations and/or takes action as appropriate. Compiles data for and prepares a variety of required reports, records and correspondence.
- Develops and implements effective public relations efforts for the department. Receives and responds to public inquires, concerns and complaints regarding department activities; provides information to the public regarding department functions through public speaking engagements, media appearance, meetings, etc.
- Represents the department on various City and community committees as appropriate.
- Performs other related duties and responsibilities as assigned.

JOB STANDARDS:

Education and Experience

Any combination equivalent to the education and experience likely to provide knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education: Bachelor's degree from an accredited college or university in Civil Engineering, Environmental Engineering or other relevant field.

Experience: Minimum of five years of progressively responsible experience as a City Engineer or Director of Public Works & Utilities; two years of which have been in a supervisory capacity.

Licenses, Certification or Registrations: State of Florida Professional Engineers License. Valid Florida driver's license and must be insurable by the City's insurance carrier.

CRITICAL SKILLS, ABILITIES, & EXPERTISE:

Physical Requirements: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Equipment: Computer, office machines, light vehicles.

Skills & Expertise:

- Thorough knowledge of City charter, Code and Florida Statutes relating to municipalities.
- Ability to organize, direct and coordinate the activities of City personnel and volunteers.
- Ability to deal effectively with diplomacy and tact with the general public, elected and appointed officials, citizen boards, co-workers and subordinates.
- Ability to communicate effectively in English with both small and large groups.
- Knowledge of current business management, practices and trends.
- Ability to implement new cost-effective programs and procedures to increase operating efficiencies.
- Ability to adjust priorities of multiple simultaneous projects/assignments to meet deadlines.

- Accurate attention to detail.
- Ability to read, comprehend, implement and complete written and/or oral directions in English.

ENVIRONMENTAL FACTORS

Job Location: Primary location is within the City of Brooksville’s facilities throughout the city. Constantly working inside in close proximity to and with regular contact with the City Clerk, City Manager and others.

MARGINAL/SECONDARY JOB FUNCTIONS:

- Performs other reasonably related duties as assigned/directed by the City Manager.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Employee Signature

Date

Supervisor Signature

Date

| | |
|------------------------------|---|
| <u>HR INFORMATION</u> | REVISION DATE: July 2019 |
| FLSA STATUS: Exempt | EEO CATEGORY: W/C CODE: 8810 |
| PAY GRADE: 597 | SALARY RANGE: \$69,388.80 - \$106,870.40 |