

City of Dunedin, Florida
Class Description

JOB TITLE: Assistant Director of Public Works & Utilities
Public Works and Utilities Department
Water, Wastewater & Utility Billing Divisions

GENERAL STATEMENT OF JOB

Under general direction, plans, directs and supervises water, wastewater, reclaimed water, utility billing operations in the Utilities section of the Department of Public Works and Utilities for compliance with all applicable policies, procedures, laws and regulations for effective collection and treatment of wastewater and its residuals, well field operation and development, raw and potable water infrastructure operation and maintenance, potable water treatment, distribution, and storage, and reclaimed water storage and distribution for the City, billing and collection of water, wastewater, reclaimed water, stormwater and solid waste revenues.

Performs related technical and administrative work as directed. Reports to the Director of Public Works & Utilities / City Engineer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Provides high-level administrative services for Utility related operations and capital project implementation; reviews operations for compliance with applicable codes. Manages Water, Wastewater, Utility billing Division field, technical and clerical personnel in Utility related matters.

Responsible for infrastructure improvements, upgrades, rehabilitation, implementation of new industry and automated technologies within the City's utility systems, including: potable water facilities, supply, and distribution system; wastewater collection gravity and pumping system; water pollution control facilities, industrial pretreatment and laboratory services; and reclaimed water storage and distribution.

Exercises administrative and managerial judgment to ensure that Utility system operations are provided on time and within budget. Manages internal customer needs proactively and plans for future operational needs of the Utility divisions. Complies with all local, state, and federal operating guidelines to minimize any fines and/or non-compliance warnings. Resolves customer questions, complaints and/or problems in a timely and professional manner. Assists in the management and supervision of the Department of Public Works & Utilities Utility operations as required.

Performs work within the framework of established City policies under the general direction of the Director of Public Works & Utilities, working closely with the City's Engineering Section and contracted engineering and technical consultants.

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Conducts research and field work as required to assess and evaluate Utility-related issues and projects. Conducts technical studies and analyses as required. Compiles data for and prepares a variety of required reports, records and correspondence.

Reviews and recommends modifications in City codes as appropriate. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Coordinates Utility operations and permit compliance with the U.S. Department of Environmental Protection, Florida Department of Environmental Protection, Southwest Florida Water Management District, Pinellas County, and other regulatory agencies.

Provides administrative support for City Commission agenda preparation and meetings.

Receives and responds to public inquiries, concerns and complaints regarding Utility services and activities.

ADDITIONAL JOB FUNCTIONS

Performs administrative/office work as required, including but not limited to attending and conducting meetings, typing reports and correspondence, etc. Enters computer data; uses computer to produce presentation materials, spreadsheets, reports and correspondence.

Prepares materials for and makes presentations to City/community groups as required. Interprets City codes and provides technical information and advice to various City personnel, other agency personnel, contractors, developers, and the general public. Receives and responds to public inquiries, concerns and complaints regarding Utility activities.

Updates the City's Comprehensive Plan as needed.

Represents the department on various City and community committees as appropriate.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in Civil Engineering, Biology/Microbiology, Environmental Science or related field with ten years of experience in public utilities.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess valid Florida driver's license.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Assistant Director of Utilities. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the principles, theories, practices and methodologies of water and wastewater and other fields applicable to the requirements of the position. Understands specific City and County ordinances as well as Federal and State regulatory requirements as they apply to the duties and responsibilities of the position. Is able to make sound, educated decisions. Is able to coordinate department activities with other City departments, consultants, contractors and government/private agencies in order to accomplish goals and complete projects. Is able to work under moderately stressful conditions related to balancing multiple tasks within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. . Knows how to make public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Must possess excellent interpersonal skills to interact effectively with other agency staff and citizens. Has the ability to provide effective leadership and supervision as assigned. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, and related computer software.

Verbal Aptitude: Requires the ability to use conceptual data and information, as well as reference, descriptive, advisory, consulting, synthesis and design data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling.

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Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to apply algebraic and water math concepts and use principles of probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs. Has the ability to assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies. Must possess good health and reflexes to move in and out of adverse traffic conditions, night inspections for street lights and under bridge inspections.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability. Need good reflexes as well as coordination and judgment for field inspections and studies.

Environmental Factors: Office tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive Video Display Terminal exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.


Public Works & Utilities Director

7/22/16
Date