

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

UTILITIES ENGINEERING MANAGER

Department: Utilities
Pay Grade: 118
FLSA Status: Exempt
Job Class: 1284
Risk Code: 8810

JOB SUMMARY

This is a highly responsible management position overseeing the Engineering Division in the Utilities Department which performs engineering, design, permitting, plan reviews, and inspection of all County utility systems, coordination with existing County utilities for contractors, consultants, and construction management of all projects for the Utilities Department. This is an Emergency Essential position that is required to respond as directed during local state of emergency.

ESSENTIAL JOB FUNCTIONS

- Plans, reviews and coordinates utilities in-house and consultant studies, reports, plans, specifications and other documents, including but not limited to, groundwater studies; monitor well studies; soil analysis; and water, wastewater facility permitting and construction projects working as required with consultants, regulatory agencies, other governmental agencies and/or the public.
- Prepares and professionally certifies/seals, as required, department plans, specifications, and permit applications for existing and new water, wastewater, and groundwater monitoring facilities.
- Represents the department before public, governmental and private assemblies and meetings.
- Set employee goals and objectives, monitor staff performance and give performance reviews.
- Develops long and short-term Capital Improvement Projects (CIP) and budgets. Manages the Department's CIP program.
- Provides design services and supports the utilities construction management division with the construction phase services by providing engineering services for utilities projects ensuring

- safety, structural integrity, materials suitability, meeting regulatory requirements and quality of workmanship.
- Oversees, supervises, and directs the work of the Utilities Engineering Section, project design, construction management, inspections, development review, and development coordination with the County Development Department.
 - Reviews and prepares recommendations regarding periodic pay requests, change orders, and plan deviations for utilities projects.
 - Develops or coordinates the development of contract documents including plans, specifications, cost estimates, etc. for submittal in obtaining government loans and grants.
 - Enforces contract requirements and specifications for projects.
 - Prepares requests for professional services and negotiates consultant contracts, scopes of service, and fees.
 - Prepares or coordinates complex technical documents, studies, reports and applications pertaining to planning, construction and permitting of water, wastewater, and groundwater monitoring facilities.
 - Provides technical assistance to department staff for environmental impacts and assessments and the testing of water, wastewater, groundwater, sludge, and soils; and the interpretation and explanation of test results.
 - Provides technical assistance to staff in troubleshooting operational and maintenance problems, providing timely and feasible recommendations for corrective action.
 - Establishes and maintains good working relationships as well as meets with local, state and federal agencies to resolve permitting problems.
 - Evaluates and coordinates approval of all design and application documentation relating to the construction, permitting, development, expansion, or modification of water and wastewater facilities of the Utilities Department.
 - Prepares or coordinates contract documents for county projects and determines the cost of construction.
 - Coordinates with the Director and Fiscal Manager in securing grants, loans and bonds.
 - Administers, implements, and manages all department construction and development programs.
 - Coordinates engineering requirements for obtaining state and local construction and operating permits.
 - Stays abreast of latest rules, regulations and technology. Works with internal and external groups to ensure the Water and Sewer Construction Specifications Manual is current, to include utilities details.
 - Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
 - Implements the organization's guiding principles and core values.
 - Performs other related job duties as assigned.

SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees (two or more), with no indirect supervision. Includes assigning, directing, evaluating, and

reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Civil Engineering, Environmental, or related engineering field. Seven (7) years of experience as an engineer in water and/or wastewater utilities or closely related field. Three (3) years minimum experience as a supervisor. Ability to keep projects on time, on budget and constructed within specifications.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment. Professional Engineering certification from the State of Florida or the ability to obtain within a reasonable time by having certification in a state that has a reciprocal licensing agreement with Florida.

Knowledge, Skills and Abilities

- Knowledge of modern office practices and procedures.
- Skill in utilizing a personal computer and various job-related application software programs.
- Skill in verbal and written communication.
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems.
- Ability to work independently with minimal supervision.
- Ability to establish and maintain working relationships with County officials, fellow employees, and the general public.
- Knowledge of engineering practices and principles related to construction, operation and maintenance of water, and wastewater.
- Knowledge of water production, storage and distribution, and wastewater collection, treatment and disposal practices.
- Knowledge of hydrogeology as it pertains to Florida's unique systems.
- Knowledge of basic laboratory procedures and sampling techniques.
- Knowledge of state and federal rules and regulations pertaining to water, and wastewater facilities.
- Knowledge of current computer and technological developments in water, and wastewater applications, including facilities mapping, CADD and GIS applications.
- Ability to read and comprehend detailed plans and engineering documents.
- Ability to establish and maintain effective working relationships with engineers, contractors, developers and county staff.
- Ability to use sound judgment at all times.
- Administrative management skills to manage staff and to work independently.
- Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory.

- Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.
- Ability to develop and interpret plans that support all aspect of the utilities industry, to include but not be limited to water, wastewater and groundwater development.
- Ability to develop engineering opinion of costs/estimates to support utilities projects.
- Ability to serve on committees that support the utilities industry.
- Ability to present technical presentations to public, to include presentations to the Board of County Commissioner.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans and specifications programs continually. Functions independently as an expert in matters of specialized code, rules, policy, analyses, or complex technical systems.
- Knowledge of urban and rural engineering standards and specifications for design and construction.
- Knowledge of permitting requirements of other regulatory agencies; knowledge of overall planning for county-wide engineering requirements.
- Ability to evaluate engineering problems in the field, determine whether or not there are feasible solutions and, if so, then select and implement the most cost effective solution.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. While performing the duties of this job, the employee will be occasionally required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell. Requires mental acuity including the ability to make rational decisions through sound logic and deductive processes, the ability to express ideas by means of the spoken word and have close visual acuity.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*