

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 DIRECTOR

Department: Utilities
Pay Grade: 122
FLSA Status: Exempt
Job Class: 1037
Risk Code: 8810

JOB SUMMARY

Responsible for directing, managing, planning, coordinating, and maintaining the County's utilities infrastructure to ensure that water, wastewater and reuse water are provided to protect public health and comply with regulatory and environmental requirements. This position is responsible for the capital improvement program, maintaining and evaluating various components and systems of the existing infrastructure and leading the County in the design of long-term solutions for the County-wide utilities system to include but not necessarily limited to: water utilities, wastewater utilities and reclaimed water utilities. This position must respond to citizen, public official and administrative complaints.

ESSENTIAL JOB FUNCTIONS

- Provides advisement and direction to County Management and contract personnel in the planning and design of long-term solutions to the County's utilities infrastructure.
- Directs work of utilities staff, contractors and other interested parties for County utilities renovation, expansion, acquisitions, and construction projects.
- Prepares, reviews, and administers yearly and long-range operational budget plans to ensure optimum efficiency and effective use of revenues.
- Periodically reviews water and sewer bonds and rate structure and budgetary needs and makes recommendations to the County Administrator.
- Locates, researches, and negotiates with private and public sector entities for the acquisition of water distribution and wastewater collection and treatment facilities.
- Develops strategic plans to address the expanding demand for utilities county-wide and makes recommendations to County Commissioners and County Administrator.
- Oversees construction of water distribution and wastewater collection and treatment facilities.
- Negotiates, develops, and maintains agreements with private sector developers to establish criteria and standards for water distribution and wastewater collection and treatment.

- Develops short- and long-range goals, objectives, and strategies to meet future demand on water and sewer systems infrastructure.
- Coordinates and participates in the design and construction of water and sewer facilities, including reviewing and recommending proposals developed by engineers, architects, attorneys and contractors.
- Directs activities of department employees, resolving problems and maintaining motivation.
- Interprets and prepares statistical, technical, and facility reports to identify short and long term plans for operation and maintenance of utilities systems.
- Oversees the initiation, implementation and review of all budgetary and fiscal matters within the scope of responsibility.
- Establishes and maintains effective and positive relationships with the community. Attends conferences, public/community meetings, board or professional meetings as may be directed or necessary.
- Prepares and presents various reports to the County Administrator, County Commission and/or governmental federal, state and local agencies as may be appropriate concerning issues affecting the County.
- Meets regularly with the Commissioners to discuss projects, programs, plans, problem resolution and related issues.
- Serves as an ambassador for the County, creates newsworthy articles, and conduct public presentations within their areas of responsibility.
- 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

Direct supervision over assigned employees and indirect supervision of several employees who report to other supervisors or managers. 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:

Graduation from an accredited college or university in Civil Engineering or Environmental Engineering; related postgraduate degree preferred; ten (10) years progressively responsible and knowledgeable experience in managing large and rapidly expanding organizations and infrastructure (preferably in utilities and/or public works organizations); or any equivalent combination of education, training, and experience.

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 Engineer (P.E.) license required in the state of Florida or have a PE license in another state and have the ability to acquire it within 12 months of employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret highly complex and technical documents.
- Ability to respond effectively to highly sensitive and/or confidential inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial, sensitive or complex topics to top management, public groups, and/or boards.
- Knowledge of the funding process in a municipal environment as related to budgeting, cost accounting, financial planning, and management.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory.
- Functions independently as an expert in matters of specialized code, rules, policy, analysis, or complex technical systems.
- The ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Knowledge of the principles and practices of utilities systems management, including water, wastewater, water reclamation and stormwater management.
- Thorough knowledge of all federal, state, and local regulatory requirements applicable utility systems management.
- Thorough knowledge of the funding process in a municipal environment as related to budgeting, cost accounting, financial planning and management.
- Ability to plan, implement, and coordinate technical and administrative programs.
- Ability to deliver quality projects on time and within budgets.
- Ability to simultaneously handle multiple projects.
- Ability to effectively conduct negotiations with current and perspective consultants.
- Must possess effective and confident communication skills in all disciplines of communications field in both oral and written formats.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed and considering larger, organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl; and will regularly be required to sit, use hands to finger, handle, or feel, and frequently talk or hear. Vision requirements include color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this job is quiet but may involve frequent interruptions where noise level will be moderate.

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.