

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 DEPUTY DIRECTOR

Department: Utilities
Pay Grade: 119
FLSA Status: Exempt
Job Class: 1215
Risk Code: 8810

JOB SUMMARY

Responsible for the managing, planning, coordinating, and maintaining the County's Utilities Department to protect public health and comply with regulatory and environmental requirements. Responsible for assisting the Utilities Director with 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 solid waste operations and utilities systems.

ESSENTIAL JOB FUNCTIONS

- Serves as the Director as needed in their absence.
- Supervises employees, which includes conducting performance evaluations, interviewing prospective employees, and making recommendations to the director related to promotions, hiring and discipline.
- Assists with the directing of staff, contractors, and other interested parties for County Utilities renovations, expansions, acquisitions, and construction projects.
- Assists in the preparation, review, and administration of yearly and long-range operational budget plans to ensure optimum efficiency and effective use of revenues.
- Periodically reviews rate structure, as well as water and sewer bonds and budgetary needs, and makes recommendations to the County Administration.
- Locates, researches, and negotiates with private and public sector entities for the acquisition of water distribution and wastewater collection and treatment facilities.
- Aids in the development of strategic plans to address the expanding supply and demand within the utilities operations countywide and makes recommendations to County Commissioners and County Administration.
- Oversees the construction of water distribution and wastewater collection and treatment facilities.

- Assists with the negotiations, development, and maintaining of agreements associated to the utilities operations as well as with private sector developers to establish criteria and standards for water distribution and wastewater collection and treatment.
- Supports in the development of short and long-range goals, objectives, and strategies to meet future demand of 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 employees. Resolves problems and maintains motivation.
- Interprets and prepares statistical, technical, and facility reports to identify short and long-term plans for operation and maintenance of utilities functions.
- Establishes and maintains effective and positive relationships with the community.
- Attends conferences, public/community meetings, and board or professional meetings as may be directed or as necessary.
- Assists in the preparation and presentation of various reports to the County Administration, County Commission, and/or governmental federal, state, and local agencies as may be appropriate concerning issues affecting the County.
- 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

This position is responsible for direct supervision over a number of managerial positions and indirect supervision over a relatively large number of employees. 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 or Environmental Engineering or equivalent; and eight (8) years' progressively responsible experience in public works operations with five (5) years' supervisory experience; or an equivalent combination of education 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 license in the State of Florida, preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary or technical systems.
- Knowledge of modern water and wastewater principles and practices as well as of the principles and practices of utilities systems management.
- Knowledge of all federal, state, and local regulatory requirements applicable utility systems management.
- Knowledge of the funding process in a municipal environment as related to budgeting, cost accounting, financial planning, and management.
- Skills in all disciplines of communications field in both oral and written formats.
- Ability to plan, implement, and coordinate technical and administrative programs.
- Ability to plan and operate a landfill and collection system.
- Ability to plan for and direct a heavy equipment system.
- Ability to effectively conduct negotiations with current and perspective consultants.
- Ability to develop budgets and administer overall operations of a complex multi-division department.
- Ability to work effectively with the public and with other government agencies.
- 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

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.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be required to be exposed to wet or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and extreme heat or cold.

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.*