

UTILITIES MANAGER
FLSA: Exempt
Grade 31 \$60,144.23 - \$96,230.77

GENERAL DEFINITION

This employee performs responsible administrative work in the direction and supervision of Water and Wastewater divisions. The employee in this class is responsible for planning, organizing, directing, coordinating, and ensuring compliance with County, State, and Federal regulations of the comprehensive city-wide utility operation including lift station operation, maintenance, repair, cleaning, televising, sealing, repair of water, sewer lines, laterals, and force mains. This includes the entire water distribution system, sewage collection, and transmission system. Work is performed with considerable independence and latitude under the general supervision of the Assistant Director of Operations and/or Public Works Director to ensure that overall department goals and objectives are being met.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within the classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Makes reports on all activities within the Water/Wastewater Division and presents them to the Public Works Director for approval.
- Assists in preparing the annual budget for the Water/Wastewater Division, long-range activities and the expenditure of divisional funds.
- Establishes and maintains effective working relations with employees, City officials, and the general public.
- Reviews, develops, evaluates, and implements Water/Wastewater projects prepared by staff members.
- Supervises, instructs, and coordinates activities of workers engaged in operations, maintenance, and repair and servicing of waterlines, lift stations, collection/transmission systems and the City's water system.

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- Keeps inventory stock on parts, chemicals, pumps, and equipment for television/seals, lift stations, collection/transmission systems, and the City's water system.
- Communicates with vendors regarding inventory and obtaining supplies.
- Develops projects and formulates work programs for a more efficient operation of the City's utility system.
- In case of a power outage, lift station breakdown, water breaks and/or sewer blockages, instruct personnel on the proper use of portable generators and pumps as needed.
- Maintains preventative maintenance program of the City's utilities.
- Institutes, promotes, and maintains employee safety program on hazards of gases in sewer lines, wet wells, lift stations, and electrical safety when working on electrical starters and component parts. Also, instructs employees on safety and defensive driving habits.
- Maintains and cross-trains personnel on water line repair, lift station repair, operation and sewer mains. Maintains a continuing education program and instructions course.
- Evaluates adequacy of existing physical facilities for water/wastewater division and recommends appropriate replacements, alterations, and additions.
- Coordinates installation of water/wastewater infrastructure improvements with County and H.R.S.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Extensive knowledge of the objectives and ideas of a public utilities' operation, including a thorough understanding of activities that make up a utilities program and equipment needed.
- Knowledge and ability to apply to principles and practices of supervision management.
- Knowledge of engineering drawing interpretation, Auto CAD, and GIS Systems.
- Working knowledge of the hazards and safety precautions common to utilities operation.

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- Familiarity with PC's spreadsheet and word processing programs.
- Ability to deal promptly and efficiently with emergencies.
- Ability to read as-built drawings, plans, and cut sheets for lateral locations and related information.
- Ability to communicate clearly and effectively in oral and written form.
- Familiarity with hydraulic computerized modeling program.
- Familiarity with OSHA safety rules and regulations.
- Communicate with co-workers, management, citizens, and others in a courteous and professional manner.
- Conform with and abides by all regulations, policies, work procedures, and instructions.
- Conforms to all safety rules and wears/uses all appropriate safety equipment.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S.C.12101 et.seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Vision ability includes close and peripheral vision, color distinction and depth perception. Ability to hear.

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MINIMUM ACCEPTABLE TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Engineering, Public Administration, or related field. Supplemented by at least five (5) years of progressively responsible professional experience in utility operations and maintenance, of which at least three (3) years supervisory experience required, human resources management, organization and delegation of responsibilities; or an equivalent combination of education, training and experience. Must have a valid State of Florida Driver's License.

Must obtain within one year a Florida Department of Environmental Protection (FDEP) Level 2 Water Distribution License and a Wastewater Collection B License.

PREFERRED

Possession of a Florida Department of Environmental Protection (FDEP) Level 2 Water Distribution License and a Wastewater Collection B License.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date

City Manager Approval
Civil Service Rule Sec 2-96

Date