

MAJOR FUNCTION

This is a responsible executive management position responsible for the leadership and management of all operations of the City's Underground Utilities & Public Infrastructure, which includes water supply and water quality, wastewater collection and treatment, bio-solids reuse, stormwater management, and gas utility operations. In addition the position is also responsible of the City's public infrastructure which includes public works engineering function, street preservation and sidewalks, signing and pavement marking, and drainage system. Work is performed under the administrative direction of an Assistant City Manager and involves responsibility for planning, organizing, staffing and administering comprehensive underground utility operations and service delivery for the City of Tallahassee. Further, responsibilities also encompass the ability to develop long-term programs that enhance the community roadway system, sidewalks, and its stormwater drainage system. Considerable independent judgment, discretion, and initiative are exercised in efficiently and effectively carrying out the daily operations of the department. The work is reviewed through reports, conferences, observations, analyses of reports and recommendations, and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, directs, and coordinates the development and delivery of services through the effective and efficient use of personnel and financial resources allocated to the Underground Utilities Department. Leads key staff in formulating and executing strategic and long-range plans for the department. Coordinates work activities and programs of the department with other city, state and county programs and projects, and with private entities, as applicable. Ensures departmental compliance with applicable local, state and federal regulations. Prepares reports, correspondence, and agenda items. Oversees the administration of federal and state grants, as applicable. Attends and participates in conferences and meetings of department heads, the City Commission, and others. Makes procedural and operational recommendations to the Assistant City Manager. Maintains and promulgates necessary departmental rules and regulations in accordance with personnel rules and regulations and City policy. Directs the preparation and administration of the operating and capital budgets of the sub-units of the department. Addresses civic organizations and other public or private groups on subjects relative to the City's underground utility programs, activities and projects. Ensures staff's compliance with the City's equal opportunity initiatives, and related federal and state laws. Reviews hiring recommendations and approves the selection, advancement, transfer, grievance adjustment, discipline and dismissal of departmental employees. Conducts performance appraisals and approves or denies merit increases. Performs related work as required.

Other Important Duties

Serves on cross-functional teams and committees when needed. Recommends modifications to City programs, policies, and procedures, as appropriate. Completes special projects, assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Some knowledge of modern techniques, methods, procedures, principles, and practices of the various phases of water supply, wastewater collection and treatment, stormwater management, gas operations and public works. Thorough knowledge of personnel, finance, general office and business administration, and the ability to apply them. Knowledge of the principles, practices, and techniques used in the operation of the various components of the City's underground utility systems and road ways. Considerable knowledge of the principles of supervision, training and performance evaluation.

Ability to plan, direct, supervise, coordinate, organize, and inspect water and sewer plans, programs, and activities. Ability to comprehend technical reports. Ability to plan, assign, instruct, review, and evaluate work assignments of managerial, professional and technical personnel. Ability to address civic organizations or other public or private groups on subjects relative to underground utility programs and projects. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop, and present underground utility plans and programs. Possesses management style and values which are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communication skills. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in engineering, water resources management, environmental management, or a related field and six years of professional and administrative experience in underground utility operations; or an equivalent combination of education and experience; or possession of a bachelor's degree in public or business administration or a related field and seven years of professional and administrative experience in underground utility operations; or an equivalent combination of training and experience. Four years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 03-29-08
Revised: 05-14-09
01-23-16
02-26-19