



HAINES CITY

DEPUTY UTILITIES DIRECTOR

DIVISION:	UTILITIES
DEPARTMENT:	UTILITIES
IMMEDIATE SUPERVISOR:	UTILITIES DIRECTOR
FLSA STATUS:	EXEMPT

POSITION FUNCTION: Manages the general operations of the Utilities Department consisting of the Water, Wastewater and Utilities Maintenance Operations of the City. Manages Department activities through the development and oversight of program design and implementation, contract management, policies and directives, budgets, and goals and objectives to ensure the integrity of the water treatment and distribution, wastewater collection and treatment, and water reclamation processes of the City.

ESSENTIAL DUTIES	PERCENT OF PERFORMANCE
Manages the Water Division through planning, design, construction and maintenance of water treatment and distribution systems. Responsible to ensure regulatory compliance in the treatment and distribution of potable water to the general public.	25%
Manages and oversees the Wastewater Division through planning, design, construction and maintenance of the wastewater treatment and collection systems. Responsible to ensure regulatory compliance in the collection and treatment of wastewater in efficient and safe processes.	25%
Manages and oversees the Utilities Maintenance Division to ensure reliable operation of the collection and distribution system.	15%
Manages the preparation and administration of the Utility Department's annual budget. Responsible for forecasting expenditures necessary and required to complete Departmental projects; the procurement of goods and services; and Personnel costs related to selection, training and development. Manages the selection and retention of Department Personnel, to include training and development initiatives.	15%
Provides staff assistance to the Utilities Director by preparing and presenting department and project related reports during Staff, City Commission, Finance Advisory Board and other City related meetings. Fills in for the Utilities Director when he/she is absent.	15%
Performs other duties as assigned.	5%

Our Mission

"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."

P.R.I.D.E.

Professionalism • Responsiveness • Integrity • Diversity • Ethics



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PHYSICAL DEMAND **FREQUENCY:**

C = CONTINUOUS **F = FREQUENTLY** **O = OCCASIONALLY** **R = RARELY** **N = NEVER**

Standing	O	Reaching	O	Bending	O	Hearing	C
Sitting	F	Handling	F	Stooping	O	Talking	F
Walking	O	Fine Dexterity	F	Twisting	R	Foot Controls	O
Lifting	O	Kneeling	R	Climbing	R	Other (state) _____	
Carrying	O	Crouching	R	Balancing	R		
Pushing/Pulling	O	Crawling	N	Vision	C		

PHYSICAL DEMAND DESCRIPTION: (The following descriptions are to provide an example of potential physical activities and does not address the position’s potential for accommodation; it is intended as a general example of how the physical demands might be performed and is not all inclusive.)

Standing	Making presentations; construction sites; uneven terrain
Sitting	Conducting desk work; meetings
Walking	To and from office; construct sites; plants; uneven terrain
Lifting/Carrying	Up to 20 lbs.; office supplies/equipment; boxes and reams of paper; files; file boxes; maps; plans; blue prints; schematics
Pushing/Pulling/Reaching/Handling	Office supplies/equipment and file boxes
Fine Dexterity	Calculator; keyboard; 10-key; phone; facsimile
Kneeling/Crouching/Crawling/ Bending/Stooping/Twisting	Office supplies/equipment and file boxes from storage shelves
Climbing/Balancing	Plant or tank ladders and/or “cat walks;” basin ladders
Vision	Desk and computer work; analysis; filing; driving; maps; plans; blue prints; schematics
Hearing	Communication with co-workers, subordinates, supervisor, and customers
Talking	Communication with co-workers, subordinates, supervisor, and customers
Foot Controls	Driving automobile

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS: (The following list is intended to provide an example and is not to be construed as a comprehensive or complete listing. The list does not include and does not supersede any requirements with respect to safety or protective equipment, uniform, apparel, gear or device.)

Computer, keyboard, software, telephone, 10-key or calculator, facsimile, copier, hardhat, surveying equipment; engineering scale; safety vest; safety footwear; rain gear; etc.

ENVIRONMENT:

Duties are primarily performed within an office environment or setting. Possible exposure to dust, mold and allergens; inclement weather; extreme noises; and electrical and chemical hazards.

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KNOWLEDGE/SKILLS/ABILITIES:

Required knowledge and experience is normally obtained through the completion of an advanced education from an accredited educational institution of higher learning resulting in a Master's Degree in Engineering, Public Administration, Chemistry or related field, and at least seven (7) years of management and project work related experience in Water or Wastewater, or related field are required. Five (5) years supervisory experience is required.

Government work related experience and a State certification or license in Water Treatment or Distribution and/or Wastewater Collection and Treatment are required.

Work requires the ability to read letters, memos, contracts, professional and industry literature, and spreadsheets and other job related analysis.

Work requires the ability to write letters, memos, and contracts.

Work requires the ability to understand and develop computer models for cost analysis and compose financial and budgetary reports.

Work requires substantial independent judgment and decision-making. Must be able to monitor and assess operations, workload, projects, and staff performance.

Work is widely varied, involving analyzing and evaluating many complex and significant variables.

Organization-wide policies, procedures, or precedents may be developed and/or recommended.

Must possess excellent oral and written communication skills.

Should be competent in the use of Microsoft Excel, Word and Power Point software, and familiarity with SCADA.

Must be able to research, compile and analyze data, and then present findings to the City Commission and City Manager in an acceptable format.

Ability to learn and remain up-to-date on applicable Federal, State and City regulations, best practices and policies affecting department activities.

Ability to establish and maintain effective working relationships with City employees, other Federal, State and local governmental representatives, contractors, consultants, vendors, media and the general public is essential.

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