

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Assistant Director of Utilities
DEPARTMENT: Utilities & Engineering
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs assistant director level work in utility operations. Performs work in the direction and operations of the City's water, wastewater, stormwater and streets. Position manages a team of associate or technical employees through subordinate supervisors and/or a team of professional employees. Position is primarily focused on directing, managing, coaching, and developing other people. Position requires an extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop policies and procedures as well as determining efficient and innovative ways to accomplish the City's business strategies.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. 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.

- Supervises utilities operations for the water, wastewater, and streets and stormwater divisions
- Approves requisitions, purchasing card transactions, and capital outlays
- Coordinates bid advertisements; prepares and distributes plans and specifications; holds pre-bid and pre-construction conferences; evaluates bids; and prepares agenda items for award of contracts
- Interacts with in-house and outside groups, regulatory agencies, and consultants
- Oversees capital improvement construction projects
- Prepares and reviews the departmental budget; monitors expenditures, projections, and transfers
- Procures equipment and materials
- Reviews specifications, budget, permits, and plans
- Selects consultants and monitors their services; coordinates the design and construction/rehabilitation of department projects with all outside agencies and other City departments
- Selects and monitors studies and grants
- Performs other duties as assigned and/or required

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MINIMUM QUALIFICATIONS:

Bachelor's degree in engineering, construction management, business, public administration or a closely related field; supplemented by eight (8) or more years' managerial experience in public works, engineering, and/or utilities; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a valid Florida driver license, Class E or higher.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principals and practices of utilities, stormwater, water, and wastewater services
- Knowledge of utilities and public works design construction and maintenance methods
- Knowledge of environmental laws regulating utilities, stormwater, water and wastewater departments
- Advanced knowledge of Microsoft Office products (Word, Excel, Outlook, Project, and PowerPoint)
- Working knowledge of City's enterprise resources management system and SCADA applications
- Skill in providing good customer service
- Ability to make decisions in accordance with City/department policies
- Ability to read, interpret and explain ordinances, codes, agreements and related documents
- Ability to quickly and independently learn new software
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or

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chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date