

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Directs, plans, budgets, and implements the design, construction, and inspection of a wide variety of water, wastewater, stormwater, and transportation projects. Establishes goals, objectives, and performance measures to effectively utilize all resources. Works effectively with elected and appointed officials, department directors, consultants, contractors, the general public, and personnel from various external agencies.

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.

- Directs and supervises the work of personnel in the utilities and engineering divisions
- Plans, designs, and manages various types of infrastructure and capital projects
- Manages the budget and resources for the department in an efficient manner
- Manages agreements and various grants with external agencies, including adjacent cities, the county and the state
- Manages and makes engineering decisions for county, state, and federal compliance
- Manages various engineering functions for new development projects
- Prepares reports and findings to the city manager and city commission
- Responds to and resolves complaints from the residents, city commission, city manager, and external agencies
- Supervises staff; acts as a mentor to develop and advance staff capabilities
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in civil engineering or related discipline, supplemented by ten (10) 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. Must be a registered Professional Engineer in the State of Florida.

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of laws and standards related to planning, development, construction, and maintenance of public utilities and infrastructure
- Working knowledge of Microsoft Office products (Word, Excel, Project, and PowerPoint)
- Working knowledge of City's financial and administration software as well as SCADA applications
- Skill in providing good customer service
- Ability to communicate effectively with the public
- Ability to make decisions in accordance with City/department policies
- Ability to manage a large and diversified staff
- 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. Tasks may involve extended periods of time at a keyboard or work station and extended periods of standing and/or walking.

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 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. Some tasks may involve identifying and distinguishing colors.

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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