



CLASSIFICATION DESCRIPTION

TITLE: STORMWATER MANAGER JOB CODE: 19 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Administrative and supervisory work, in supervising the maintenance of storm water drainage facilities and drainage, road and utility rights-of-way. Work is performed under the administrative direction of the City Engineer.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Exercises supervision over technical and other staff, as assigned. May be required to supervise entry-level, temporary or volunteer staff.
- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances;
- Performs or assists subordinates in performing duties; adjusts errors and complaints.

- Prepares a variety of studies, reports and related information for decision-making purposes.
- Assists in the preparation of ordinances and resolutions as directed.
- Ability to establish and maintain effective working relationships with employees, city officials and the general public.
- Ability to maintain confidential and sensitive information, when permitted by State law.
- Supervise the preparation of plans, procurement of contractors and execution of work for maintaining the drainage system and other areas of assigned maintenance.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in technical field related to drainage or business management. Three years experience in utility maintenance or comparable position.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

Five years experience in a management position.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Possess knowledge and understanding of current local, state and federal regulation relative to stormwater systems.
- Possess skills and knowledge of management of similar type entities.
- Ability to establish and maintain effective working relationships with employees, city officials and the general public.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job, the incumbent is frequently required to lift, move or carry objects up to 40 pounds; may utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee may be exposed to fumes, gases, odors or airborne particles; toxic or caustic substances; excessive noise; extreme temperatures; and dampness, wetness and humidity.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.