



CLASSIFICATION DESCRIPTION

TITLE: UTILITY SYSTEMS MANAGER

JOB CODE: 20 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under executive direction, the purpose of the position is to manage all activities related to diagnostic and equipment control operations regulating collection, treatment, dispersal and disposal of water/wastewater in the City's Utilities Department according to the area of assignment. Employees in this classification function at middle management, and are responsible for reviewing and evaluating all inspection, maintenance and repair functions of subordinate personnel to ensure efficient and effective operation of water facilities and equipment while providing safe potable drinking water to the City, and effective processing of wastewater. Position also assists with developing, implementing and evaluating operational policies and procedures of water/wastewater facilities.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Manages division staff including hiring, conducting and reviewing performance appraisals, administering discipline, organizing, directing work assignments, administering City and Department policies affecting staff and keeping up-to-date on information for effective job performance. Maintains harmony among workers and solves grievances.
- Ensures that all employees meet training, continuing education and recertification requirements.
- Ensures that the systems and facilities are operated in full compliance with and meet all local, state and federal regulatory standards such as those promulgated by USEPA, FLDEP, FLDH and SJRWMD.
- Assures that all facilities, equipment and vehicles within the area of responsibility are properly and safely operated and maintained in accordance with applicable laws, regulations and City policy.
- Plans, prioritizes, schedules and manages work activities within areas of responsibility. Coordinates work activities with other departments as required.
- Assures accurate records of daily operations are maintained as required by local, regional, state and federal regulations and reports are filed as required by each regulatory agency.
- Manages daily activities of all sections within area of responsibility to monitor efficiency of operations and to recommend and initiate changes as required. Reports problems and unusual conditions to the Utility Director on an as needed basis.
- Advises Utility Director, Attorney, Engineer, and other city officials in matters relating to

department activities; provides information to various civic, school and public groups and individuals regarding utility operations, problems and services

- Manages requisition of supplies and equipment to properly operate and maintain all equipment and facilities within the areas of responsibility.
- Responsible for preparation of capital and expense budgets within the area of responsibility and participates in strategic planning as directed. 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.
- Participates in the development and review of system designs and specifications for future facility expansions. Travel as necessary to evaluate other facilities and equipment and perform due diligence.
- Prepares and submits verbal and written reports as required. Makes recommendations to Utility Director on problem areas.
- Responsible for emergency response management of line breaks, spills or releases of hazardous substances or materials, such as untreated wastewater, biosolids, reuse, anhydrous ammonia, sulfuric acid, sodium hydroxide and sodium hypochlorite.
- Performs other duties or special projects as requested related to the area of responsibility.
- On occasion may be asked to perform the responsibilities of the Utility Director in his absence.
- Must be available at all times to respond to and manage emergency situations and be prepared to be on site for extended periods of time if necessary.
- Duties performed under normal office conditions. Some exposure to the elements, dust, noise, insect and animal bites, energized equipment and potentially hazardous conditions is required.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations.
- Provides professional advice to supervisors; makes presentations to supervisors and others as required.
- Communicates official plans, policies and procedures to staff.
- Determines work procedures, prepares or oversees the preparation of work schedules, and manages work flow; 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.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; supplemented by more than ten(10) years responsible experience in all phases of utilities operations, to include four (4) years within a supervisory position; or an equivalent combination of education, training, and experience or FWPCOA Class A Certification.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

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

Must commensurate with Area of Respo.

Must possess and maintain Drinking Water Treatment or Wastewater Treatment, Level A Operator Certification issued by the Florida Department of Environmental Protection or a Florida Water and Pollution Control Operators Association Class A Certification in water and/or wastewater.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow verbal and written instructions.
- Ability to effectively manage a staff comprised of senior level professionals and entry level management overseeing utility systems operations.
- Extensive knowledge of the collection, treatment, dispersal and disposal of water/wastewater in compliance with all applicable City, State and Federal rules and regulatory requirements applicable to the work.
- Knowledge of generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Thorough knowledge of intermediate level mathematical computations, including addition, subtraction, division, multiplication, decimals, ratios and percentages.
- Extensive knowledge of the safe and proper use and care of manual and power hand tools and equipment utilized in water utilities operations and preventative maintenance field.
- Skill in inspecting utilities machinery and mechanical equipment and detecting and identifying apparatus malfunctions.
- Skill in reading and interpreting readings, measurements and flow rates obtained through application of diagnostics, laboratory sampling and testing equipment.
- Skill in reading and interpreting various documents such as safety rules, operation and maintenance instructions, procedure manuals, and related documentation.
- Ability to operate various office equipment, e.g., computer terminals, telephone systems, calculator.
- Ability to establish and maintain effective working relationships and communications with other employees, vendors, and the public.
- Ability to meet established deadlines, and follow up on assignments with a minimum of direction.
- Skill in reading and interpreting a variety of instructions in written, oral, diagram, or schedule form.

PHYSICAL REQUIREMENTS

- Acceptable eyesight and hearing with or without correction. Works both inside and outside in all weather conditions.
- May be exposed to loud machinery and equipment.

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.