



CLASSIFICATION DESCRIPTION

TITLE: DEPUTY DIRECTOR – STORMWATER & ENGINEERING JOB CODE: 22 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Assists the Director in planning, organizing, and directing the activities, work plans and programs and personnel in the management and operations of city engineering functions to include transportation, utility, stormwater, parks, and facilities as well operation and maintenance of the city's stormwater system. The primary role of this position would be to oversee the stormwater division and provide support to the Director regarding engineering functions. Employees in this classification function at the upper management level and are responsible for daily operations of the department as well as ensuring compliance with all County, City, State and Federal laws and regulations applicable as well as personnel policies.

SPECIFIC DUTIES AND RESPONSIBILITIES

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 class. 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.

- Supervise and/or directs and administers the effective and efficient use of assigned personnel, funds, materials, equipment, and time to ensure safe and efficient use of all stormwater facilities and systems, and the protection of city assets as well as ensure tasks and projects are completed in a timely manner and within budget.
- Responsible for applying a thorough and broad knowledge of modern methods, practices, and equipment utilized in the construction, repair, and maintenance of stormwater facilities, and of sound management and administrative principals and techniques.
- Manage and participate in the development and implementation of goals, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Monitors and evaluates the effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate services and staffing levels.
- Assists the Director in management of the Department and performs various administrative tasks; makes recommendations concerning operational changes as appropriate.

- Prepares correspondence and technical memorandum as required; develops, updates, and analyzes spreadsheets; reviews operational reports; and monitors regulatory requirements.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems; counsels, disciplines, and completes employee performance appraisals.
- Meets with staff to identify and resolve problems/conflicts for the purpose of ensuring that efforts are effectively directed toward achieving departmental goals.
- Plans, directs, coordinates, and reviews the works plans for stormwater operations and maintenance staff; assigns work activities; projects and programs; reviews and evaluates work products; methods and procedures.
- Performs budget administration; assists with development of stormwater fiscal budgets and preparation of budget requests; reviews, approves and processes invoices; monitors existing and available grants, assists with seeking grant funding; and provides guidance with permit applications.
- Assists in ensuring departmental compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.
- Provides assistance and information related to stormwater projects, contracts, or other issues; responds to routine questions or complaints, research problems, and initiates problem resolution.
- Communicates with Director, City officials, employees, other divisions, other departments, contractors, consultants, vendors, suppliers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction; attends City Council meetings as required.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains and awareness of new procedures, practices, technologies, trends, and advances in profession; reads professional literature; maintains professional affiliations; attends conferences, workshops, and training sessions as appropriate.
- Evaluates, recommends, and implements departmental policies and procedures to promote maximum office efficiency and effectiveness.
- Conducts periodic internal reviews or audits to ensure that compliance procedures are followed. Conduct or direct the internal investigation of compliance issues. Identify compliance issues that require follow-up or investigation.
- Disseminate written policies and procedures related to compliance activities. File appropriate compliance reports with regulatory agencies.
- Verify that software technology is in place to adequately provide oversight and monitoring in all required areas.

- Consult with city attorneys as necessary to address difficult legal compliance issues. Discuss emerging compliance issues with management or employees. When applicable, provide Human Resources with information and reports.
- Advise internal management or business partners on the implementation or operation of compliance programs. Prepare management reports regarding compliance operations and progress. Provide employee training on compliance related topics, policies, or procedures
- Explains and interprets City, County, State and Local Business policies and procedures; responds to complex and/or sensitive code enforcement, municipal violations, and customer service issues.
- Encourages voluntary compliance for the resolution of violations; initiates proper legal procedures to enforce conformity of non-compliant parties; provides testimony in a variety of proceedings.
- Reviews internal processes to ensure there are no violations of standards or regulations. Provide assistance to internal or external auditors in compliance reviews.
- Ensures all processing and documentation of all transactions is in compliance with all applicable City, County, State and departmental policies and procedures.
- Assists senior management with various administrative duties; attends various management meetings for dissemination of information.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree from an accredited college or university with major coursework in business administration, public administration, construction management, engineering, or related field.

Minimum of ten (10) years progressively responsible experience in governmental operations, stormwater, public works or engineering management or operations within a similar government or private organization, to include two (2) years of supervisory and administrative responsibility.

Equivalent combination of education, training, and experience that provide the incumbent with the necessary qualifications may be considered.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess a valid Florida Driver's License

KNOWLEDGE, SKILLS AND ABILITIES

- Executive-level interpersonal, leadership, planning, management, and communications skills; ability to communicate professionally verbally, in writing, and in presentations.
- Ability to effectively supervise a staff comprised of entry level and professionals engaged in carrying out departmental functions.
- Ability to delegate appropriately to subordinates with clear expectations and boundaries; to assign, schedule, direct, coordinate, and evaluate workers performing various stormwater functions at various skill levels, and to obtain quality results.
- Skill in clearly and effectively communicating technical information both verbally and in writing.
- Skill in the principles and techniques of customer service skills; ability to deal diplomatically with irate individuals.
- Thorough knowledge of rules and regulations as they relate to all stormwater functions.
- Ability to understand, follow and explain pre-established City, State, and Federal rules, policies, and procedures.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines and telephone systems.
- Ability to access, maintain and utilize software applications and data bases, e.g., Outlook, Excel, Word, Internet, specialized software applications.
- Ability to read, update and maintain various records and files.
- Ability to perform moderately complex mathematical computations and tabulations accurately and efficiently.
- Ability to establish and maintain effective working relationships and communications with project consultants, private contractors, City employees, and the general public.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is frequently required to stand, walk, sit; use hands to finger, handle, or feel; talk or hear; and lift and/or move up to 10 to 20 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

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.