

City of Orange City

DATE: October 10, 2021

Utilities Resources Director

DEPARTMENT: Public Works

RESPONSIBLE TO: Public Services Director

GENERAL DESCRIPTION:

Responsibilities include directing and supervising the Utilities operations of the City, including water/wastewater, reclaimed, water treatment plants, and pollution control. An employee in this classification applies professional engineering, scientific, technological, and administrative skills and knowledge to lead, develop, and expand a broad range of municipal utilities projects. This includes the planning, designing, permitting, bidding, construction, operation, and maintenance of a typical public water treatment and distribution system, wastewater collection, and reclaimed water distribution.

Essential Duties and Responsibilities:

- Provides overall guidance, direction, and leadership for all Utilities activities, programs, and projects
- Coordinate and participates on water quality pilot studies for water treatment and distribution systems
- Responsible for proper alternative water supply projects planning and implementation
- Responsible for the St. Johns River Water Management District City's Consumptive Use Permit (CUP)
- Keeps the City abreast and in compliance with existing and emerging rules and regulations
- Responsible for City's Utility Code of Ordinances review, changes, and implementation
- Assist the City Engineer with plans review and approve Utilities construction plans
- Planning, directing and coordinating Utilities Division's work, employee training and safety, selecting new employees, employee relations, performance evaluations and career development
- Ensures compliance with all federal, state, local, and City rules, regulations, and practices related to safety
- Oversees City's compliance with the Safe Drinking Water Act (SDWA) and Clean Water Act (CWA)
- Applies for and manages loans and grants for the Division
- Performs administrative duties as required, including attending and conducting meetings, preparing reports and correspondence, reviewing and responding to mail; receives, reviews, prepares and/or submits various records and reports including budget reports, constructions plans, construction documents, engineering studies, financial reports, ordinances, memos, correspondence, etc.
- Directs development of adequate procedures and controls to accurately and timely measure progress toward attainment of divisional objectives
- Plans organizes, and directs the repair, maintenance, operation, and construction of the City owed water, sewer, and reclaimed water infrastructure

- Formulates long range plans and cost estimates pertaining to the expansion of City owned water, sewer, transportation, and reclaimed water infrastructure
- Directs the preparation of plans, specifications, and contracts for the construction of water, sewer, transportation, and reclaimed water infrastructure
- Participates in the selection of consultants and the development of project scope of services
- Manages project costs and directs in-house staff and outside consultants employed on assigned projects
- Coordinates with City Engineer all utility infrastructure design and engineering. Review approved utilities plans at meetings and by inspection before approval of water and sewer construction and connections by developers
- Reviews water and sewer plant operation permits
- Plans, evaluates, and directs all policies and standards for the Utilities Division
- Liaisons and coordinates Division activities with other private, public and regulatory agencies; such as Volusia County and St. Johns River Water Management District
- Prepares in the formulation of short and long-range programs of capital improvements
- Plans and execute the Utility Rate Study in a timely manner to secure division's proper operations and capital improvements.
- Updates Utilities Division goals and objectives in anticipation of and as a result of changes in the current environmental, legal, economic, and operating conditions.
- Prepares and tracks annual budget expenditures for Utilities Division
- Develop scope of work for programs and projects, including capital projects, manages design, implementation, inspection, and budget management.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures throughout all divisions
- Initiates personnel and employment actions for Utilities Division staff
- Prepare and preset public reports, such as bid proposals, deeds, environmental impact statements, and property and right-of-way descriptions
- Have a role in the City's disaster preparation and/or disaster recovery efforts, as may be designated in the City's Emergency Management Plan

MINIMUM QUALIFICATIONS:

Education and/or Experience:

- Bachelor's degree in civil engineering, environmental engineering, or other related field supplemented by a minimum of seven (7) years of progressively responsible experience as a city engineer or director of utilities; five (5) of which have been in a supervisory capacity; equivalent combination of education, training and experience may be considered
- Professional Engineer (PE) designation preferred. An equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities may be considered
- Valid Florida Driver's License

Knowledge, Skills, and Abilities:

- Knowledge of all aspects of utilities engineering
- Knowledge of hydraulics and hydrology of water distribution and sewer collection
- Knowledge of water treatment systems
- Ability to review engineering and architectural plans
- Knowledge of local, state, and federal regulations as applicable to Utilities
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems
- Ability to read, analyze, and interpret work related documents
- Establish and maintain effective working relationships
- Skill in public speaking
- Ability to communicate effectively orally and in writing
- Ability to identify problems and review related information to develop and evaluate options and implement solutions that are in accordance with laws, ordinance, and established practices

Physical:

- Must be physically able to operate a vehicle, equipment, various hand and/or power tools, etc. Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight and occasionally of heavy objects and materials.
- Lifting, carrying, pulling, moving, and manipulating over 40 pounds with proper mechanics and equipment
- Sufficient manual dexterity to allow the use of power tools, a keyboard, and writing
- Sufficient visual acuity to read and comprehend departmental reports and documents.
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to operate motor vehicles and required equipment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Environmental:

- Works indoors
- Works outside in various weather conditions with: noise, dust, fumes; gases; chemicals; grease or oils; electrical energy; slippery surfaces; uneven surfaces; in or with moving objects, odors.
- Below ground level

- Poor lighting
- Inclement weather conditions