



# HAINES CITY

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## POSITION ANNOUNCEMENT

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**POSITION TITLE: Utilities Director**

**DATE OPENED: 05/08/2017**

**DEPARTMENT: Utilities**

**HIRING RANGE: \$75,900 - \$113,850**

### **SUMMARY/OBJECTIVE:**

Directs and oversees the Utilities Department consisting of the Water, Wastewater and Stormwater operations of the City. Directs Department activities through the development and oversight of program design and implementation, contract management, policies and directives, budgets, and goals and objectives to ensure the integrity of the water treatment and distribution, wastewater collection and treatment, and water reclamation processes of the City. Serves as the Principal Utilities Administrator.

### **ESSENTIAL FUNCTIONS:**

- Directs and oversees the Water Division through planning, design, construction and maintenance of water treatment and distribution systems. Responsible to ensure regulatory compliance in the treatment and distribution of potable water to the general public.
- Directs and oversees the Wastewater Division through planning, design, construction and maintenance of the wastewater treatment and collection systems. Responsible to ensure regulatory compliance in the collection and treatment of wastewater in efficient and safe processes.
- Directs and oversees the Stormwater Division to ensure reliable, safe, high-quality and cost-effective measures to ensure watershed protection and minimize its impact to property, lakes, springs and streams.
- Directs and oversees the preparation and administration of the Utility Department's annual budget. Responsible for forecasting expenditures necessary and required to complete Departmental projects; the procurement of goods and services; and Personnel costs related to selection, training and development. Directs and oversees the selection and retention of Department Personnel, to include training and development initiatives.
- Provides staff assistance to the City Manager by preparing and presenting department and project related reports during Staff, City Commission, Finance Advisory Board and other City related meetings.
- Performs other duties as assigned.

### **KNOWLEDGE/SKILLS/ABILITIES:**

- Government work related experience and a State certification or license in Water Treatment or Distribution and/or Wastewater Collection and Treatment are required.
- Work requires the ability to read letters, memos, contracts, professional and industry literature, and spreadsheets and other job related analysis.
- Work requires the ability to write letters, memos, and contracts.

#### **Our Mission**

*"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."*

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- Work requires the ability to understand and develop computer models for cost analysis and compose financial and budgetary reports.
- Work requires substantial independent judgment and decision-making. Must be able to monitor and assess operations, workload, projects, and staff performance.
- Work is widely varied, involving analyzing and evaluating many complex and significant variables.
- Organization-wide policies, procedures, or precedents may be developed and/or recommended.
- Must possess excellent oral and written communication skills.
- Should be competent in the use of Microsoft Excel, Word and Power Point software, and familiarity with SCADA.
- Must be able to research, compile and analyze data, and then present findings to the City Commission and City Manager in an acceptable format.
- Ability to learn and remain up-to-date on applicable Federal, State and City regulations, best practices and policies affecting department activities.
- Ability to establish and maintain effective working relationships with City employees, other Federal, State and local governmental representatives, contractors, consultants, vendors, media and the general public is essential.

#### **REQUIREMENTS:**

- Master's Degree in Engineering, Public Administration, Chemistry or related field, and at least ten (10) years of management and project work related experience in Water or Wastewater, or related field are required. Five (5) years supervisory experience is required.
- Must possess a Valid Florida Class E driver license. Must pass applicable pre-employment testing, and background checks.

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