



The City Beautiful

## City of Coral Gables Job Description

**Job Title:** Utility Division Director  
**Department:** Public Works  
**Classification:** 3122  
**Pay grade:** 30E  
**FLSA:** Exempt

**Prepared Date:** 09/2014

**Approved By:**  
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### Summary

Performs professional, administrative and supervisory work in the design, construction, operation, maintenance and monitoring of the City's sanitary and stormwater sewer utilities to assure functionality and regulatory compliance.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Coordinates and administers all aspects of the City utilities including daily operations, planning, project development and delivery.

Supervises support staff; issues discipline and takes other corrective measures as necessary.

Supervises external contractors and vendors in all aspects of inspections, operations, and maintenance of the sanitary sewer collection and conveyance systems (including, but not limited to, pump stations, gravity mains, force mains, manholes, etc.) and storm water collection, drainage and discharge systems (including, but not limited to, lift stations, slab covered trenches, french drains, and outfalls).

Manages and implements regulatory compliance projects to include infrastructure rehabilitation, infiltration & inflow abatement, and operational and preventative maintenance programs.

Manages and coordinates the preparation and submission of all regulatory reports (including, but not limited to, NPDES annual report, monthly and annual sanitary sewer reports, and monthly elapsed time readings).

Manages the implementation of the Miami-Dade County Volume Sewer Customer Ordinance and Capacity, Management, Operation, and Maintenance (CMOM) program.

Coordinates the preparation and maintenance of the sanitary and storm sewer atlases and models.

Develops and maintains operation and maintenance plans for the sanitary sewer collection and conveyance systems.

Develops and maintains operation and maintenance plans for the storm sewer systems.

Develops and manages sanitary and storm sewer capital projects.

Maintains and updates a variety of records and reports regarding matters including payroll, materials, time estimates, and work assignments.

Assists the Public Works Director in planing and administering the Utility Division budget and preparing specifications for purchase of equipment and securing contracted services.

Assists the Public Works Director in coordinating, managing and implementing strategic planning efforts for the Utility Division of Public Works.

Remains on call 24-hours a day to assist police, fire and other emergency personnel, if needed. Coordinates all emergencies regarding sewer station alarms, sewer back-ups in mains and laterals of residents, force main breaks, right-of-way, and storm water emergencies.

Responds to complaints or comments made by citizens in a well-mannered, professional demeanor; corresponds with citizens verbally and in writing.

Plans and implements system upgrade projects, regulatory protocols, and training manuals.

Represents the Public Works Department at meetings as required by the Public Works Director.

Conforms with and abides by all regulations, policies, work procedures and safety rules.

### **Knowledge, Skills, and Abilities**

Broad knowledge of EPA and OSHA regulations, safety procedures, practices, and standards for operating a wastewater and storm water utility. Familiar with the materials, methods and techniques commonly used in operating and maintaining sanitary and storm sewer systems, including pumps and pipeline maintenance and repair, T.V. monitoring of mainlines and laterals, , electrical diagnosis and repair (pump control systems), computer applications, and telemetry system operations. Ability to plan, direct, supervise, coordinate, organize and inspect sanitary and storm sewer systems, programs and activities. Good public relations skills as well as written and oral communications skills. Ability to supervise the work of others in a manner conducive to full performance and high morale. Knowledge of departmental policies and procedures. Ability to read and interpret blueprints, plans and specifications applicable to public works utilities. Ability to perform field inspections. Ability to communicate effectively with co-workers, management, City Officials and the public. Ability to establish and maintain effective working relationships.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands and fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work involves inspection of various land use developments and construction sites. Must be able to lift, carry and or push articles weighing up to 25 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights, and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Minimum Education and Experience**

Bachelor's degree in Engineering, or a related field, from an accredited college or university.

Five (5) years of progressively responsible experience in the regulatory oversight or management of a municipal Utility. Experience to include approving, developing or managing wastewater collection system infrastructure rehabilitation projects.

Safety training including confined space entry, confined space rescue, protection against blood borne diseases, OSHA safety standards and traffic safety standards.

Valid Florida Driver's License.