

Utilities Assistant Director of Operations

JOB SUMMARY

Responsible for overseeing the operations, maintenance, and compliance of the water and wastewater treatment facilities throughout the County and for ensuring regulatory compliance and assisting the Director in short and long-range planning functions.

ESSENTIAL JOB FUNCTIONS

- Oversees and inspects all treatment plant installations in order to coordinate work activities and to ensure regulatory compliance.
- Assists in planning and scheduling department projects and programs by making procedural and operational recommendations to the Director.
- Completes or reviews purchasing quotes, specifications, operation reports, and correspondence.
- Participates in conferences and meetings and coordinates activities with the community and regulatory agencies.
- Maintains and enforces departmental rules and regulations.
- Directs operations personnel in all field operations.
- Directs completion of all reactive and preventive plant maintenance functions including wastewater pretreatment and plant maintenance.
- Assists in budget preparation and in the development of departmental goals, objectives, and strategies.
- Reviews and submits monthly reports, quarterly summaries, and annual reports in accordance with established regulatory standards. Generates internal reports.
- Oversees the accurate and timely maintenance of records and preparation of reports by staff under charge.
- Assists in design of and writing specifications for plant expansion, equipment replacement, and rebuilding. Performs plan reviews.

- Supervises professional and technical subordinates responsible for laboratory checks and tests.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Subject to call out for operational/emergency situations.
- Receives, researches and provides resolution to customer complaints and concerns regarding utility functions under areas of responsibility.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for directly and regularly supervising work of a moderate size staff (five

or more), with indirect supervision of all plant operations and plant maintenance staff.

Includes

assigning, directing, evaluating, and reviewing work of subordinate employees.

Responsibilities

include providing on-the-job training; evaluating job performance, recommending selection of new

staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's degree; and ten (10) years' related experience; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida Commercial Class B driver's license to operate a motor vehicle.

Requirement exists at the time of hire and as a condition of continued employment.

- Class A Water or Wastewater Operator issued by the Florida Department of Environmental Protection with a minimum of Class C in the other field.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to define and solve practical problems and deal with a variety of complex variables in situations where only limited standardization exists.
- Ability to interpret a variety of detailed complex and technical data and instructions furnished in written, oral, diagram, or schedule form.
- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods for essential tasks.
- Knowledge of EPA, Florida Department of Environmental Regulation, Water Management Districts, and Health Department regulations as they pertain to water and wastewater systems.
- Skills in organization and task prioritization.
- Ability to plan, manage, and supervise the activities and operations of a large-scale utilities treatment plant function encompassing a broad geographical region.
- Ability to establish and maintain effective working relationships with subordinates, County officials, and members of the general public.

- Ability to prioritize and analyze data and meet multiple deadlines.
- Ability to assist in the preparation, development, and presentation of long-range utilities plans and programs.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will occasionally be required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell; will regularly be required to stand and walk; and will frequently be required to sit, use hands to finger, handle, or feel, taste or smell.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be required to be exposed to wet or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, vibrations; and will regularly be exposed to outdoor weather conditions and risk of electrical shock.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.