

**TOWN OF LONGBOAT KEY JOB POSTING
PUBLIC WORKS UTILITIES MANAGER**



The Town of Longboat Key is an Equal Opportunity / Affirmative Action Employer, who provides hiring preference to eligible veterans and their family members, and has a strong drug free workplace and alcohol abuse policy.

Position Title: Public Works Utilities Manager

Posted: July 6, 2020

Salary Type: Exempt – “At Will”

Closing Date: Until Filled

Salary: \$80,000 - \$98,000

Pay Grade: 221

Probation Period: Six Months

The Town of Longboat Key is accepting applications for a Full-Time Public Works Utilities Manager in our Public Works Department. An employment physical will be required, except for current employees who have met this requirement.

EXPECTATIONS FOR ALL EMPLOYEES

Supports the organization’s mission, vision and values by exhibiting the following behaviors:

- Be Service Minded
- Value Teamwork
- Be Professional
- Have the Utmost Integrity
- Demonstrates Mutual Respect
- Bring a Positive Attitude to Work
- Embrace Continuous Improvement

The Town’s values support the theme of “Premier Community, Exceptional Service”

FUNCTION

This classification performs a variety of highly responsible professional, administrative and operational duties relating to the direct oversight and management of operations, maintenance, and the Capital Improvement Program (CIP) for the Utilities Division of the Town’s Public Works Department. This position performs work for and reports to the supervision of the Public Works Director.

ESSENTIAL FUNCTIONS

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.

- Effectively supervises, plans, coordinates and evaluates work of assigned staff, which includes personnel-related matters, i.e., performance evaluations, workers compensation injuries within department, disciplinary actions, hiring/firing, etc.
- Oversees the operations and maintenance of the utility system and infrastructure, including: buildings, equipment and operational assets required to run daily utility operations.
- Coordinates development, execution and management of projects for the department in the Capital Improvement Program (CIP); serves as liaison with other departments.
- Prepares and supports the yearly utilities operations and capital budgets. Assists Public Works Director with presentation of utility budget.
- Works with outside consultants supporting department needs and interacts with local, state and federal agencies as required including fulfilling prompt and accurate reporting to state and local agencies.
- Communicates clearly, effectively and tactfully, orally and in writing; establishes and maintains effective working relationships with others, including elected officials, other departmental staff, and the general public.
- Assists in the development of short and long-range plans and capital outlay requirements for the department based on construction estimates; recommends cost effective, industry best practices, in conjunction with appropriate funding levels and budget controls.
- Reviews and coordinates approval of project construction plans, specifications and contract documents for bidding and implementation, and also performs utility related development review in coordination with the utilities team.
- Ensures conformance with applicable laws, rules, regulations, policies, procedures and standards.
- Reviews, understands, and effectively interprets pertinent construction plans, schematics, blueprints, etc., and prepares technical memoranda.
- Performs project management to ensure projects are technically competent, safe, and economical to meet time, quality, and cost standards.
- Develops, assists, and provides written and oral presentations to the Town Commission, other government agencies/officials, and community based organizations and the general public.
- Report to work on emergency call back (including weather or other extreme emergency duties) when notified in accordance with departmental procedures. Employees finding themselves in violation of the town's Drug Free Workplace Policy when called to report back to duty shall report that condition to their immediate Supervisor as soon as possible for purposes of obtaining another individual to be available for normal call in procedures for that instance. Employees are expected to perform all essential functions of their job, including on call duty. Employees who are unable to respond to call back duty may be

subject to a performance review, including disciplinary action up to and including termination.

- Report to work as required by the Longboat Key Hurricane Plan and regular attendance during normal work schedule other than excused or work-related absences.
- Any other function deemed essential by the Town and communicated to the employee by his/her supervisor, department head, or Town Manager.

OTHER TASKS

Every incidental duty connected with this position cannot be specified in the job description and an employee, at the discretion of the Town, may be required to perform duties that are not included in this job description.

JOB PERFORMANCE KNOWLEDGE AND ABILITIES

- Thorough knowledge of utility operations and maintenance practices and procedures.
- Ability to comprehend rules, regulations and Florida Statutes governing utilities operation, maintenance, and construction of public facilities with public funding.
- Ability to effectively supervise subordinates in a positive and fair manner.
- Knowledge of general and utility specific construction and engineering practices and procedures.
- Knowledge of project and contract management.
- Ability to prepare detailed and comprehensive reports and communicate effectively both orally and in writing.
- Ability to maintain clear and accurate records.
- Ability to establish and maintain effective working relationships with all other employees, the general public, and other agencies.
- Skill in computer operations, including pertinent software applications (i.e., MS Word, Excel, Power Point, Outlook, Internet, etc.), as well as specialized systems used by the department/division.

WORKING CONDITIONS

While performing the essential functions of this job the employee is frequently required to stand, walk, sit; use hands to handle, or feel; talk or hear; and lift and/or move up to 50 pounds.

While performing the essential functions of this position in the field, there is potential for exposure to disagreeable environmental factors, such as outside weather conditions, dampness/humidity, vehicular traffic, toxic/caustic substances, fumes, odors, and

unrestrained animals. In addition to the ability to climb and descend ladders, stairs, etc. on occasion.

MINIMUM QUALIFICATIONS

Preferred Bachelor Degree in Business or Public Administration/Management, Construction Management, Engineering, or related field.

Government experience.

Relevant licenses, such as Professional Engineering (P.E.) license, Water Distribution / Wastewater Collection license(s), minimum Class 3, and/or others.

Required

Minimum 2-year Associates Degree. Minimum ten (10) years of experience in utility system operations and maintenance, and also capital project implementation. Minimum three (3) years' experience in supervisory capacity of personnel. Considerable knowledge of utilities infrastructure and building construction methods, trade procedures, industry best practices, and construction practices required. Equivalent combination of education and/or experience may be substituted.

Valid Florida Driver's License (MVR background check).

Successful completion of an employment physical and drug screen to confirm the ability to perform the essential functions of the job and an initial Hepatitis A vaccination, or proof of the same, as a precautionary measure against exposure to raw sewage.

Acknowledgement on the attached "Information to Employees" must be provided to assuming Town duties.

The Town is a Drug Free Workplace, in compliance with the Drug Free Workplace Act of 1988, in § 440.102, FS and Rules 59A-24 F.A.C (Florida Administrative Code). State and federal laws and regulations may subject certain employees to additional drug testing requirements. Any employee who violates the program is subject to disciplinary action up to and including termination.

Hepatitis A vaccination, or proof of the same, as a precautionary measure against exposure to raw sewage and a signed Acknowledgement for the attached "Information to Employees - Hepatitis A" must be provided prior to assuming Town duties.

Hepatitis B vaccination, proof of same, or signed Acknowledgement declining the vaccination (see attached *Information to Employees - Hepatitis B*) must be provided prior to assuming Town duties.

History:

10-1-19 Revised and updated to include Evergreen Compensation Study

1-17-20 Public Works Director updated

6-30-20 Public Works Director updated

8-05-20 Public Works Director updated