



**City of Tavares**  
**Position Vacancy Announcement**  
**February 5, 2026**

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**Position Title:** **Water Manager**  
**Salary Range:** **\$67,878 - \$91,220**  
**Closing Date:** **Open Until Filled**

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Supervisory and managerial work overseeing the installation, maintenance, and repair of the Water and Reuse Distribution systems, as well as Water Plant Operations. This position ensures regulatory compliance, operational efficiency, and effective staff performance. Work is performed under the general direction of the Utility Director.

**ESSENTIAL JOB FUNCTIONS**

- Supervises and assists staff in daily maintenance activities, including meter replacement programs, system mapping updates, building and grounds maintenance, line maintenance and repair, and the Cross-Connection Control Program.
- Conducts field inspections of water and reuse installations and repairs to ensure compliance with departmental standards, industry best practices, and all applicable state and local regulations.
- Prepares and submits required reports to the Florida Department of Environmental Protection (DEP), St. Johns River Water Management District, and other regulatory agencies to ensure state and federal compliance.
- Oversees purchasing functions, including ordering materials and supplies.
- Implements and enforces City policies, procedures, and safety standards.
- Schedules crews, approves timesheets, and enforces safety policies related to confined space entry, traffic control, trenching, and personal protective equipment (PPE).
- Attends Development Review Committee meetings and other meetings as required.
- Provides leadership by communicating expectations, motivating staff, and training and supervising skilled and unskilled employees using a positive, professional approach.
- Works collaboratively with other City departments and interacts professionally with the public, providing excellent customer service to internal and external customers.
- Reviews site plans and construction drawings for water line and infrastructure projects.
- Prepares and manages the Division's annual operating budget, Capital Replacement Program, and Capital Improvement Program.
- Prepares monthly Water Department reports and other operational reports as required.
- Maintains working knowledge of Utilities Construction Specifications.
- Conducts monthly division meetings.
- Manages Automatic Meter Reading (AMR) and Advanced Metering Infrastructure (AMI) systems.
- Remains available to work extended hours during emergencies or disaster events to support recovery operations.

*(These essential job functions are not intended to be an exhaustive list of all duties. Employees may be required to perform other related duties as assigned.)*

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of City water and reuse system infrastructure, standards, and operating practices.
- Strong leadership, team-building, coaching, and supervisory skills with a commitment to workplace safety.

- Ability to communicate clearly and effectively, both verbally and in writing, including explaining technical information to non-technical audiences.
- Strong problem-solving skills with the ability to analyze data, prioritize tasks, and make sound decisions under pressure.
- Customer-focused approach with the ability to maintain professional, respectful relationships with residents, businesses, and City staff.
- Knowledge of OSHA regulations, DEP requirements, and City safety and operational standards.
- Ability to read and interpret blueprints, resolve field issues, and operate computers and related technology.
- Proficiency in Microsoft Word, Excel, Outlook, and other required software applications.
- Ability to plan, schedule, and coordinate work orders and staff assignments.
- Skill in the operation and maintenance of City equipment used in water and reuse infrastructure repair and maintenance.
- Ability to work rotating shifts, weekends, and emergency callouts as required.
- Knowledge of SCADA systems and regulatory compliance requirements.

## **EDUCATION AND EXPERIENCE**

- Associate degree preferred; equivalent combinations of education and experience may be considered.
- Minimum of two (2) years of supervisory experience in water and reuse distribution and treatment preferred.
- Experience with asset management systems, GIS, and hydraulic modeling preferred.

*(A comparable amount of training, education, or experience may be substituted for the minimum qualifications.)*

## **LICENSES, CERTIFICATIONS, OR REGISTRATIONS**

- Class "C" Water Operator's License
- Backflow Prevention Tester Certification
- Traffic Work Zone Safety Certificate
- Valid Florida Driver's License

## **ESSENTIAL PHYSICAL SKILLS**

- Ability to communicate orally and in writing.
- Acceptable eyesight and hearing, with or without correction.
- Ability to walk, stand, climb, stoop, bend, kneel, pull, reach, smell, drive, and demonstrate depth perception.
- Ability to lift and carry light loads (under 45 pounds).

## **ENVIRONMENTAL CONDITIONS**

- Work is performed indoors and outdoors in various weather conditions.
- Exposure to chemicals, electricity, odors, moving equipment, slippery surfaces, and work below ground level.

*(Reasonable accommodation will be made for otherwise qualified individuals with disabilities.)*



The City Of Tavares is an Equal Employment Opportunity, Drug-Free Workplace and E-Verify Employer. Qualified individuals with disabilities are encouraged to apply and will be reasonably accommodated. Women and minorities are encouraged to apply. Veterans' Preference offered on initial hire per Florida Statute 295. Selected applicants receiving a conditional offer of employment are subject to a criminal, driver, education and employment background check, drug screen, psychological assessment and medical examination. To apply, a City of Tavares employment application and resume with a minimum of ten (10) years complete work history must be submitted to City of Tavares Human Resources no later than 5:00 p.m. on the closing date (if mailed, it must be postmarked no later than the closing date). Internal candidates must submit a completed Internal Transfer Request (available in Human Resources, no later than 5:00 p.m. on the closing date. Minimum qualifications are subject to change pending approval of job description(s). Equivalent combination of related training and experience may be considered. The City of Tavares reserves the right to fill positions prior to the closing date. All positions are regular full-time unless otherwise noted.