

## CITY OF MARGATE, FLORIDA JOB DESCRIPTION

**JOB TITLE: ASSISTANT DIRECTOR – DEES (Job Code 34).**

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### GENERAL STATEMENT OF JOB

Under the general direction of the Director of Environmental and Engineering Services (DEES), is responsible for the day-to-day management of engineering operations with emphasis on planning, implementation, and management of the department's capital improvement program; capital projects of other City departments; monitoring of and compliance with new and existing regulatory rulemaking related to municipal engineering and operation of water and wastewater utilities; in-house design projects; and plan/permit review and inspection of private and public development projects within the City. The position requires a high degree of independent judgment in selection of work methods and procedures, and supervises and provides technical assistance to subordinate staff in such divisions as engineering, construction and contract administration, Geographic Information Systems (GIS), and Computer Aided Design and Drafting (CADD). This position also provides highly complex technical and administrative staff assistance to the Director, which includes professional engineering work both in the office and field; budget analyses, preparation, and administration; policy formulation; and personnel management. The Assistant Director/Engineering may act as the Director in his/her absence.

### ESSENTIAL FUNCTIONS

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Assists the Director in the management of such divisions as engineering, construction and contract administration, Geographic Information Systems (GIS), and Computer Aided Design and Drafting (CADD); provides professional engineering and administrative assistance in the operation those divisions of the Department.

Assists in the development of department policies and procedures.

Assumes upper level supervisory responsibilities for engineering and capital projects, associated inspection services, regulatory compliance, permitting, and planning and implementation of capital utility projects;

Identifies and develops scope and budget for new capital projects; plans and prepares long-term capital improvement program.

Manages and participates in the analysis and review of engineering studies and designs prepared by professional consultants; prepares recommendations and reports for the consideration of technical, professional, and administrative superiors and committees.

Provides professional engineering work and oversees capital improvement projects; prepares design plans and specifications as needed; acts as Engineer of Record for in-house design projects.

Performs construction project management administration for various City (e.g., park development, public facilities construction) and utility projects, develops specifications and cost estimates, issues work authorizations, ensures timely deliverables, serves as liaison between the City and its consultants and contractors, and approves invoices for payment.

Performs contract administration for commodities, materials, equipment and services to ensure contract compliance with specifications, funding, timely renewal and payment of deliverables.

Performs professional engineering work in the office and field in connection with the development and preparation of engineering plans for typical municipal projects such as roadway construction, storm drainage systems, subdivision improvements, water/wastewater/reclaimed water systems, and various other civil engineering activities.

Plays major role in developing and monitoring the department's budget and capital expenditure projections; evaluates rates, and monitors and approves purchase requisitions, invoices, etc.

Interprets city, state, and federal laws, statutes, regulations, and ordinances related to municipal engineering and utilities operations and maintenance, and provides recommendations to the Department Director.

Monitors new regulatory rulemaking related to municipal engineering and water/wastewater operations; develops recommendations/procedures for compliance.

Completes and/or reviews reports to regulatory agencies and responds to regulatory requests.

Prepares operating permit applications for submittal to various agencies for municipal, engineering, and utility operations; completes and/or reviews reports for submittal to regulatory agencies and responds to regulatory requests for information.

Ensures that legally required recordkeeping and monitoring is accomplished and trains staff where necessary to accomplish those tasks.

Participates in grant application programs, and directs administration of the permitting process and related regulations through the Department of Environmental Protection, South Florida Water Management District and other related agencies pertaining to engineering and public utilities.

Responds directly or through staff to citizen questions or complaints; ensures that systems are put in place to eliminate future problems.

Develops and maintains positive public relations with emphasis on customer service.

Represents the department in meetings and activities involving the City Commission, citizens, county, state and federal governmental agencies and employees from other departments.

Represents the City in working with other agencies on area-wide projects such as flood management and regional water quality issues, and acts as representative at county, state and national organizations.

Works with staff on employment matters, City policies, and regulatory standards. May participate in labor contract administration and grievance handling.

Motivates employees to perform to the best of their abilities, evaluates employee job performance, and initiates recognition and disciplinary procedures where appropriate.

Mentors subordinates and develops succession plans so that fully trained employees are in place when needed to support the department's mission.

Performs the duties of the DEES Director in his/her absence.

Performs emergency response duties as assigned.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree or higher from an accredited college or university with major coursework in civil engineering or related field is required. A Master's degree may be substituted for one year of experience. Must be licensed as a Professional Engineer and licensed in the State of Florida, or have the ability to obtain such a license within 12 months through endorsement. At least 6 years of increasingly responsible professional civil engineering experience in a lead, supervisory or project responsibility capacity, particularly in the principles, standard methods, and practices of municipal engineering, operation and maintenance of water supply systems, wastewater collection, transmission, treatment and reuse/disposal systems.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Requires the ability to bend, stoop, twist, climb ladders, walk over uneven slippery surfaces, and lift and carry objects of light to moderate weight (5-15 pounds). Ability to sit for extended periods of time while working with computers or at work stations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of technical materials relevant to engineering and municipal regulatory practices that range from moderate to complex levels.

Intelligence: Requires the ability to analyze and interpret a variety of technical information with abstract and/or concrete variables; identify problems; recognize symptoms, causes and alternative solutions; interpret professional periodicals and journals, technical procedures, and government regulations; research, compile and summarize a variety of informational and statistical data and materials; interpret complicated policies, procedures and protocols; apply mathematical concepts such as ratios, proportions, probability factors and statistical inference; and draw conclusions from financial and numerical materials.

Verbal Aptitude: Must communicate clearly, efficiently and effectively on a number of different levels in standard English. Must speak with poise, confidence, and voice control. Must use professional engineering terminology as needed.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; interpret graphs; calculate decimals and percentages; utilize algebraic principles and descriptive statistics; utilize principles of integral and differential calculus.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various types of information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation, and have manual dexterity and vision sufficient to operate computer systems for potentially long periods of time without experiencing abnormal hand, wrist or eye strain.

**Manual Dexterity:** Requires the ability to utilize a variety of modern office equipment.

**Color Discrimination:** Must have color vision and night vision.

**Sensory Requirements:** Must have the ability to perceive and discriminate sounds and visual cues or signals, and have a sense of smell.

**Interpersonal Temperament:** Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving instructions. Must perform under stress of frequent deadlines.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words. hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Must have the ability to work with and around chemicals; ability to work out-of-doors in all weather conditions; and ability and willingness to enter and work in confined spaces on an emergency basis.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the principles, practices, methods, materials and equipment used in construction, operation, maintenance and repair of a water, wastewater and reclaimed water utility system.

Knowledge of the principles and practices of civil engineering as applied to municipal engineering and operation of public water, wastewater and reclaimed water systems.

Knowledge of federal and state regulations, including knowledge of environmental rules and regulations, permits, etc. and the requirements and procedures for securing grants.

Knowledge of the principles and practices of water conservation, solid waste management, recycling programs and trends, and methods of program implementation.

Knowledge of basic principles and practices of cost estimating, budgets, accounting and public administration.

Skilled with high level of verbal and written communication for presentations, training, negotiations, and guidance for a wide variety of audiences.

Skilled in word processing, database, spreadsheet, presentation and selected job specific software applications.

Ability to conduct research, analyze and interpret findings, and prepare clear and concise reports.

Ability to plan, assign, supervise and coordinate the activities of several divisions of the department.

Ability to establish and maintain effective working relationships with associates, municipal officials, representatives of other agencies and the general public.

Ability to assess long-range City development requirements and formulate proposals or alternatives and prepare written reports communicating such.

Ability to draft ordinances and regulation.

Ability to prepare Requests for Proposals and bid specifications, and evaluate proposals.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in tasks performance.

Ability to make independent decisions quickly under emergency or stressful conditions and work independently.

Ability to provide effective leadership as follows: able to direct the activities of individuals and groups toward the accomplishment of meaningful goals; able to establish effective controls, ensuring that employees have necessary resources and authority; able to monitor progress and exercise control; able to select and evaluate employees; and able to instruct and train staff.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date