

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: DIRECTOR OF DEES (Job Code 337).

GENERAL STATEMENT OF JOB

Under administrative direction of the City Manager, provides comprehensive administration and coordination of all divisions delegated to the city's Department of Environmental & Engineering Services (DEES). Such divisions include utilities, engineering, capital projects administration, and solid waste and recycling. Position ensures the efficient administration of water/wastewater operations; all personnel and financial activities related to the public utilities; performance of professional engineering work both in the office and field; management of the city's solid waste and recycling franchise; preparation and administration of department budget; and overall administration of the department. Position exercises considerable latitude in independent judgment in areas such as resource allocation, regulatory interpretation and compliance, and training/education needs of personnel.

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.

Supervises, directs, and evaluates assigned staff; handles employee concerns and problems; directs work, counsels, disciplines, and completes employee performance appraisals; jointly recruits, appoints, and trains staff; motivates, reviews progress, and directs changes as needed.

Plans and directs, through subordinate supervisors, the activities of a large group of employees in the construction, operation, and maintenance of related infrastructure within municipal water and wastewater distribution, collection, and treatment systems.

Performs professional engineering work in the office and field in connection with the development and preparation of engineering plans for street construction, storm drainage systems, subdivision improvements, water/wastewater systems, and various other civil and environmental engineering activities.

Provides supervision of construction and project administration for various city projects such as park development and public facilities construction from scope definition through design development and construction, and serves as liaison between the city and its consultants and contractors.

Oversees the engineering plans review and engineering inspections associated with permitting of private developments, public utility franchises, and municipal projects.

Executes the functions of the City's Floodplain Manager and the City Engineer.

Provides professional engineering support to other city departments as necessary.

Provides overall management of the Department's fiscal activities, including budgeting; accounting; cost management; purchasing; billing of water, wastewater, solid waste, and recycling.

Monitors and evaluates the city's compliance with local, state, and federal regulations, and coordinates activities with regulatory agencies as related to environmental and engineering issues.

Oversees the environmental and engineering capital improvement program and associated engineering/consultant services.

Develops, manages, and oversees operating budget and capital expenditures budget for the department and assists other city departments in the development of capital expenditures budget, as needed.

Attends various county meetings as city representative as a technical advisory resource on matters of solid waste, recycling, water supply, wastewater, drainage and transportation issues, and attends city meetings such as City Commission, and other meetings as required.

Performs emergency responsibilities as required, including disruptions to treatment plant operations, water distribution and sewer collection and hurricane preparation and response.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor of Science degree in Civil Engineering, or closely related field, supplemented by minimum seven (7) years of progressively responsible work experience in the field, the majority of which shall be acquired in an administrative/supervisory capacity. Must be registered as a professional engineer (P.E.) in the state of Florida or be able to obtain registration within six (6) months of employment. Master's degree in Engineering, Public Administration, or Business Management is preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve some walking, standing, bending, stooping, some lifting and carrying objects of light to moderate (5 to 15 pounds).

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 municipality regulatory practices that range from moderate to complex levels. Requires the ability to read various discipline languages, i.e., engineering, mechanical, electrical.

Intelligence: Requires the ability to analyze and interpret complex problems, and draw scientific conclusions in regulation analysis and interpretation. Requires the ability to utilize principles of rational and influence systems and principles of conceptual thinking.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control. Must communicate in 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;

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

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving instructions. Must be able to 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: Tasks may require infrequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the materials, methods and practices necessary for the construction, operation, maintenance and repair of a water and wastewater utility system.

Knowledge of the principles, practices, methods, materials and equipment used in water and wastewater treatment, and pumping operations.

Knowledge of the principles and practices of civil engineering practices, including but not limited to water and waste water and storm water conveyance and treatment facilities, as applied to the planning, location, construction, maintenance, design, and repair of utility facilities.

Knowledge of design, operation, and maintenance of storm water management systems.

Knowledge of Federal and State regulations including the requirements and procedures for securing grants, and principles of cost estimating and accounting.

Ability to plan, assign, supervise and coordinate the activities of interrelated divisions of the Department.

Ability to determine short and long-range needs for expansion and reconstruction, and to plan and organize work for the efficient accomplishment of such objectives.

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

Ability to assign, supervise and review the work of a moderately large staff of subordinate's and to provide direction and recommendation on difficult procedural and related matters.

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

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.

Employee Name and Signature

Date