

DIRECTOR OF WATER RESOURCES AND UTILITIES

CODES/PAY GRADE

Class Code: 3510 EEO Code: A FLSA: E Pay Grade: C

MAJOR FUNCTION

Highly responsible management position involving planning, coordinating and directing the activities of the Water Resources and Utilities Services group including: Utilities Engineering, Utilities (water and sewer) Operations, and Storm water.

ILLUSTRATIVE DUTIES

(NOTE: 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 if the work is similar, related, or a logical assignment to the position.)

Develops goals, objectives and implementation plans for water resource activities.

Coordinates storm water utility projects with professional and technical staff, consultants and municipal representatives.

Supervises the activities involved in the operation and maintenance of water treatment and distribution system, including laboratory analysis control. Supervises the activities involved in the operation and maintenance of the sewage collection, treatment and disposal system. Coordinates work activities with other County programs and projects. Evaluates work activities through review of work plans, reports, conferences and inspections.

Negotiates inter local agreements with municipalities for storm water and water/sewer activities.

Negotiates and oversees contracts with consultants and engineers. Coordinates engineering services and construction.

Coordinates with Volusia Council of Governments and municipalities on County-wide water issues; works closely with State offices, County and Federal legislators, elected officials and citizen groups.

Observes and inspects on-site workforce activities.

Reviews water resource programs in progress and recommends new programs.

Conducts studies and surveys to assure optimum use of resources and services within the County while focusing on cleaning and protecting the quality of the environment.

Prepares and submits reports to the County Council and County Manager relating to the progress of the activity=s programs. Briefs media on high visibility activities.

Prepares division budget. Monitors all expenditures for projects.

(Director of Water Resources and Utilities continued)

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of management as applied specifically to Water Resources and its agencies. Knowledge of effective supervisory practices and procedures. Knowledge of budget preparation practices in the public sector. Knowledge of capital improvement and revenue funds as they apply to water resources. Knowledge of laws and ordinances relating to water resources.

Ability to plan, assign, review and evaluate plans, programs and activities of a multi-functional division. Ability to address civic and private organizations, County Council and other groups on subjects relative to water resources and projects. Ability to prepare, develop and present long range water resources plans and programs. Ability to supervise and coordinate professional and other employees in the execution of water resource programs and projects. Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in Engineering preferred. Bachelor's degree in Public Administration, Business Administration, Finance or related field will also be considered. Five (5) years progressively responsible experience in water resources management.

A comparable amount of education, training or experience may substitute for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk. Ability to traverse uneven, wet and/or undeveloped terrain.

Environmental Demands: Inside work. Limited exposure to inclement weather, dust and noise.

Mental Demands: Ability to read and comprehend professional manuals, legal documents, ordinances, statutes; instructions, reports, abstracts, financial reports, letters and summaries. Ability to write reports, evaluations, summaries, letters, financial reports, procedures and policies. Ability to perform advanced mathematical functions. Ability to speak publicly and extemporaneously; conversant in policies, techniques and procedures of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/97
New 9/95