



VILLAGE OF TEQUESTA JOB DESCRIPTION

POSITION TITLE: Deputy Utilities Director

DEPARTMENT: Utilities

DATE LAST UPDATED: 10/1/2024

EMPLOYMENT STATUS: Full-Time

UNION STATUS: Non-Union

EMERGENCY DESIGNATION: Essential

FLSA STATUS: Exempt

GRADE: 8 ROLE/LEVEL: L3 CODE:

WC CODE: 7520

POSITION SUMMARY

A highly responsible position leading the planning, development, and management of repair and replacement (R&R) and capital improvement projects (CIP) for the Village's water and stormwater utilities, assisting the Director with administrative and professional activities involved in running the department.

REPORTING RELATIONSHIPS

Position Reports to: Director, Utilities Department

Positions Supervised: Engineering Intern (part-time, year around)

All other positions as assigned from time to time

DUTIES AND RESPONSIBILITIES

- Recommends and prepares short and long-range plans, schedules and cost estimates for department CIP and R&R programs needed to maintain department facilities and equipment in compliance with applicable regulations
- Oversees construction projects and large-scale utilities initiatives, maintaining budgets, quantity and cost estimates, related documentation, and compliance with terms and conditions
- Leads or assists the Director in reviewing work produced by consulting engineers, reviews contractor and consultant pay requests for accuracy, work completion, and requests change orders as necessary
- Coordinates the activities of employees, contractors and consultants engaged in the CIP/ R&R planning, design, operation, construction, maintenance, repair and service as requested
- Manages purchasing activities, including bids, requests for qualifications, piggyback agreements, and/or specifications and assists with bid specifications, requests for qualifications/proposal, requests for quotes, and invitations to bid and related documents, primarily CIP/ R&R related
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- Leads or assists with completing and ensuring compliance with necessary regulatory permits, planning documents, demand projections, and permit conditions for utilities operations

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- May assist with development reviews, permits, field visits, and developer coordination for residential, commercial, and other utility development within our water service area and Village limits
- Assists with rate, fee, and 20-year CIP/ R&R project analyses required to determine current rate and fee sufficiency for sound operations
- Assists with the development and management of the utilities department budget
- Confers with state, federal, local representatives, consulting engineers and relevant colleagues on bid projects and regulatory matters, to ensure efficiency and compliance
- Researches grant opportunities, writes, negotiates, administers grants and grant compliance
- Administers the Village's FDEP State Revolving Fund loans and related records and compliance
- Prepares council agenda items and presentations
- Compiles numerical and statistical data, develops technical papers and reports, charts, budgets, briefing summaries, updates, and schedules
- Serves on various committees to provide technical advice and represents the department in public meetings, regulatory matters, and community outreach programs
- Establishes and maintains policies and procedures governing the inspection, operation and maintenance of the utilities department's facilities, to include the Village's stormwater drainage system and operational control laboratory testing
- Conducts/ assists with performance evaluations, makes recommendations for disciplinary actions, handles complaints and recommends hiring, terminations, promotions, and demotions

ADDITIONAL DUTIES

- Perform other duties and assume other responsibilities as required

QUALIFICATION AND EXPERIENCE

Education and Experience

- Bachelor's degree in civil or mechanical engineering preferred, or closely related field
- Five years of progressively responsible experience in utility plant operations, utility engineering, construction/design, administrative operations and managing capital projects
- Any equivalent combination of education, qualifications, and experience which provides the requisite knowledge, skills, and abilities for this job may be substituted for minimum qualifications

Licensing and Certification

- Registered professional engineer in the state of Florida or ability to obtain one within 18 months preferred
- Certified project management professional (PMP) preferred
- Florida FDEP licensed operator preferred
- Valid driver's license

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- National Incident Management System (NIMS) Certification in accordance with Village policy

Necessary Knowledge Skills and Abilities

- Sound knowledge of modern principles and practices of public administration, including planning, organizing, budgeting, scheduling, personnel and project management
- Demonstrated experience in preparing technical reports, cost estimates, and cost records and presenting long-range water and stormwater utilities plans and programs
- Knowledge of principles and practices governing the operations of utilities water production, water distribution, and stormwater collection, to include unit processes, water quality requirements, electrical/ mechanical equipment, automated control systems, and work order/ asset management systems
- Extensive knowledge of applicable federal, state, and Village codes, regulations and ordinances governing the administration of the utilities department, all divisions
- Sound knowledge of engineering/ technical theory, techniques, principles, and practices applicable to the planning, design, and construction of utilities projects
- Well-honed conflict resolution skills and demonstrated strength in building relationships built on trust and integrity
- Excellent oral and written communication skills; skilled in public speaking
- Technical competence with permit and building applications and Microsoft software suite of products

WORK ENVIRONMENT

- Subject to respond to emergencies 24 hours/day, 7 days/week, 365 days/year
- Occasionally to often required to walk, sit, stand, bend, climb or balance, stoop, kneel or crouch
- Occasionally lifts and/or moves up to 25 pounds
- Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Working conditions will vary to include an air-conditioned office, with regular field activities resulting in exposure to outdoor elements and driving to project sites

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change. Requirements are representative of minimum levels of knowledge, skills, or abilities.