

ASSISTANT DIRECTOR OF PUBLIC UTILITIES**SUMMARY:**

Under general direction oversees, directs, and administers the daily operations of all Public Utilities divisions assisting the Director of Public Utilities, and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are not in any hierarchical order)*

1. Assumes full supervisory responsibilities Utility Operations including the water treatment plants, field Water Distribution and Collection Division, Laboratory Services, and Industrial Pretreatment Division, Water Resources Division and Water Supply, Storm Water and Wastewater Pumping Division.
2. Oversees and directs the daily operations and administration of the department.
3. Reviews and authorizes proposals and budgetary decisions.
4. Performs construction project management administration for utility projects, develops specifications, issues work authorizations, ensures timely deliverables, and approves invoices for payment.
5. Performs contract administration for commodities, materials, equipment and services to ensure contract compliance with specifications, funding, timely renewal, and payment of deliverables.
6. Provides department policy development and implementation.
7. Responds to written and verbal inquiries and requests.
8. Attends or approves the attendance at staff, regulatory, and training meetings/conferences.
9. Coordinates with regulatory agencies.
10. Acts for the Director in absence or when delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City, federal and state laws, statutes, rules, regulations and ordinances related to Public Works or Utilities operation and maintenance.
- Knowledge of contract negotiation and consensus building.
- Knowledge of development, operation, maintenance, and repair of public utilities and infrastructure.
- Knowledge of accounting, procurement and budget methods and practices.
- Knowledge of management and administrative methods, practices and procedures.
- Knowledge of general office machines, computer hardware and software applicable to Public Utilities.
- Skill in delegating, assigning, reviewing and evaluating work.
- Skill in development and implementation of long and short terms strategic plans and goals.
- Skill in utilizing a high level of verbal and written communication for presentations, training, negotiations, and guidance for a wide variety of audiences.
- Skill in utilizing public relations / customer service techniques in responding to inquiries, requests and complaints.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves occasional exposure to loud noises, chemicals, toxic fumes, air and waterborne pathogens, mechanical equipment during the inspection of facilities and equipment. There is occasional need to stand, stoop, walk, sit, climb in high areas and on catwalks, lift moderately heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

ASSISTANT DIRECTOR OF PUBLIC UTILITIES

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Engineering, Public Administration, Construction Management, or related field and seven (7) years progressively responsible work experience in Engineering, Water, Wastewater, and/or Public Utilities, including three (3) years supervisory experience, or any equivalent combination of training and experience. Professional Engineering Certification (PE) and three (3) years experience as Professional Engineer, preferred.

A State of Florida valid driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.