

## EXECUTIVE MANAGER OF WATER RECLAMATION SERVICES

### **SUMMARY:**

Under general direction, plans and directs the overall activities of the East Central Regional Wastewater Treatment Facility (ECRWWTF) which is operated by the City of West Palm Beach as managing agent for the ECRWWTF Board. This position shall report to the City of West Palm Beach City Administrator's Office.

**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. Plans, organizes, directs, evaluates and coordinates the work of staff, consultants and contractors in the expansion, alteration, repair, operation and maintenance of the ECRWWTF under the direction of the City of West Palm Beach as managing agent for the ECRWWTF Board.
2. Prepares agendas and agenda items, coordinates and attends meetings, and provides monthly reports for all ECRWWTF Board Meetings. Follows up with appropriate staff, contractors and consultants after ECRWWTF Board Meetings to ensure that ECRWWTF Board objectives and directives are achieved by the City as managing agent for the ECRWWTF Board under the Interlocal Agreement.
3. Identifies, recommends and coordinates long-range capital projects.
4. Develops and maintains a regulatory compliance program for the ECRWWTF to ensure that the ECRWWTF fully complies with all local, State and Federal laws, rules, and regulations.
5. Studies plant operations and costs; prepares recommended annual budget, and administers the expenditure of funds allocated by the ECRWWTF Board. Makes recommendations on how to optimize ECRWWTF operations, maintenance, repair, replacement and capital expenditures.
6. Properly responds to citizen, City and ECRWWTF Board/Entity requests.
7. Works with Federal and State agencies relative to grants and loans.
8. Attends various meetings, makes public presentations, and prepares letters and reports related to the ECRWWTF as managing agent on behalf of the ECR Board and the City.

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

- Knowledge of City, federal and state laws, statutes, rules, regulations and ordinances related to public utilities operation and maintenance.
- Knowledge of accounting, procurement, and budget methods and practices.
- Knowledge of general office machines, computer hardware, and software.
- Knowledge of planning skills and management techniques.
- Skills in delegating, assigning, reviewing and evaluating work.
- Skills in project and development application management.
- Skill in communicating effectively both orally and in writing.
- Skill in effectively supervising others, communicating effectively with developers, members of the general public, elected officials and other employees.
- Ability to organize and analyze information and formulate recommendations.

**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 moderate to 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. This position may also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

## **EXECUTIVE MANAGER OF WATER RECLAMATION SERVICES**

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university with a major in Business/Public Administration, Engineering or closely related field, and a five (5) years of experience in public utilities, public works, or waste water treatment systems or closely related field, or any equivalent combination of training and experience. Two (2) years in a supervisory/managerial capacity, required.

Experience in wastewater plant operations, a State of Florida Class A Wastewater Plant Operator license issued by the Department of Environmental Protection and Professional Engineer license, are highly desirable.

A valid Florida driver's license is 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.