

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**UTILITIES PROGRAM COORDINATOR**

**GENERAL**

This environmental position is responsible for the management of several Utilities Programs, including compliance reporting, safety, grants and OASIS/reuse customer outreach programs. Work is performed under general supervision. Reports to the Laboratory Manager.

**EXAMPLES OF ESSENTIAL DUTIES**

(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.)

This position manages several utilities programs in compliance with federal, state and local regulations. The programs involve report tracking, writing, document and data review, data validation, grant acquisitions, plan revisions, audits, incident investigations, staff training, overseeing webpage revisions, preparing educational literature and presentations, assisting with reuse promotions, coordination with regulatory agencies, and coordination with Risk Management staff. In the event of an emergency, this position is key in the mobilization of responders and in the activation and implementation of emergency response, reporting directly to the Utilities Director/Incident commander in this capacity. This position may handle other utilities programs as needed, including utilities conservation and efficiency studies.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to manage multiple projects.
- Excellent written and oral communication skills.
- Ability to work effectively with internal and external customers.
- Must have extensive knowledge of water regulations and reporting requirements, safety regulations, safety procedures and requirements, OSHA standards, and maintenance inventory systems.
- High degree of organization and meticulous record keeping ability is required.
- Strong communication skills are necessary including coordination with regulatory staff, presenting information and writing standard operating procedures, emergency response plans, and safety manuals.
- Computer literate.
- Experience/knowledge in Utility Operations is desirable.
- Knowledge of reuse systems and grants acquisitions preferred.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

## **MINIMUM QUALIFICATIONS**

Associates Degree required as a minimum; five years experience in project management, and safety management is preferred. BS degree in Industrial Engineering, Safety Engineering, Chemical Engineering or closed related scientific field preferred. A strong regulatory background is necessary. Safety certifications from either American Society of Safety Engineers (CSP) or National Safety Council (CUSA) preferred. Computer literate in MS Office with ability to become proficient in use of H.T.E. system.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **PHYSICAL REQUIREMENTS**

Must be able to lift 30-40 pounds and handle extreme, life-threatening emergencies and stress while performing critical functions. Work environment ranges from office to field work. Exposure to chemicals, some hazardous, machinery hazards and adverse outdoor weather conditions. Some job duties require personal protective equipment therefore; applicant must be able to pass a pulmonary function medical test.

## **SPECIAL REQUIREMENTS**

Possession of a valid driver's license and an acceptable driving record is required. This position is a drug testing, safety sensitive position. Activation during natural or man-made emergencies is required.

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Work Location: Utilities