

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 566

UTILITY COMPLIANCE AND EFFICIENCY MANAGER

GENERAL

Supervisory position managing compliance programs and functions for the Utilities Department and supervising staff responsible for compliance related functions (safety, water conservation, efficiency initiatives, grants, reporting, sample collection and analysis). Compliance evaluation and assessment activities support department permits and programs involving utility plants, distribution and collection systems, stormwater, consumptive use, efficiency programs and conservation programs. Must demonstrate commitment to ethical behavior and compliance with rules, policies and standards to achieve permit and program compliance.

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.)

- Designs, develops, implements, tracks and evaluates compliance strategies for utility programs.
- Supervises staff working on compliance programs (safety, water conservation, laboratory and sampling).
- Coordinates with other City departments in order to ensure program/permit compliance involving other departments.
- Conducts audits and periodic assessments of program/permit compliance and produces reports for management.
- Facilitates Effective Utility Management (EUM) groups and other efficiency efforts in developing and implementing improvement and sustainability strategies to meet department goals and mission.
- Conducts and leads efficiency improvement functions.
- Performs related work as required, with occasional evenings and weekends in conjunction with outreach events.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of water regulations related to utilities, consumptive use permits, water supply planning, reuse and conservation issues, safety, laboratories and sample collection.
- Strong written and oral communication skills required.
- Strong organizational skills and meticulous record keeping ability required.
- Ability to speak effectively to large groups and design and conduct PowerPoint presentations.
- Ability to audit and review systems and processes for regulatory or permit compliance.
- Ability to review and write technical reports.
- Ability to understand technical information and translate into tasks and actions.
- Ability to facilitate work groups in designing and implementing processes.
- Ability to operate MS Office programs and to become proficient with H.T.E. system.
- Strong ability to work effectively with regulatory agencies and work with these groups on regulatory changes and requirements.

- Ability to work with other City departments and public groups.
- 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. A strong understanding of ethical behavior is required.
- 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

Bachelor's degree with major coursework in science, business administration, planning, public relations, or related field. Five to seven years of experience working with permits and compliance programs related to water utilities (reuse and laboratory experience strongly desired).

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, computer and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record. Incumbent will be required to work extended hours during and after hurricanes or other disasters.

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

Bargaining Unit: Non Bargaining

FLSA: Exempt

Classification: 30/50

Location: Utility

GERS: Regular Class

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