

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 650

UTILITIES DIRECTOR

GENERAL

Responsible administrative work directing the operation of both water and sewer systems. Work is performed under administrative direction.

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.)

Plans, reviews and supervises departmental policies, programs and operations through work activity supervisors.

Prepares work plans and projects for both water and sewer systems.

Supervises the activities involved in the operation and maintenance of the water treatment and distribution system, including laboratory analysis control.

Supervises the activities involved in the operation and maintenance of the sewage disposal system.

Coordinates work activities with other City programs and projects.

Evaluates work activities through review of work plans, reports, conferences and inspections. Reviews plans at meetings and by inspection before approval of water sewer construction and connections by developers.

Serves as representative of Administrator.

Directs and monitors the implementation of City and departmental Affirmative Action plans, relating to all personnel actions.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge in methods, materials and techniques used in public works operations. Knowledge of equipment, tools and supplies required to accomplish all operations.

Ability to direct and coordinate the operations of water and sewer systems. Ability to supervise a large number of employees through divisional supervisor.

MINIMUM QUALIFICATIONS

Bachelor's degree in Engineering. Water and sewer treatment "A" certificate. Considerable supervisory experience in public works construction and maintenance which demonstrates ability to perform the job duties.

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 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. No 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.

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