

# UTILITIES TECHNICAL SERVICES MANAGER

Job Code	Pay Grade
17532	SM5b

## Nature of Work

This is responsible supervisory engineering work with administrative responsibility for review of work produced by the Technical Services Division for Utilities Department projects. An employee in this class is responsible for planning, programming, managing, reviewing, and coordinating work of technical personnel, engaged in design, construction, inspection, contract management, and operation of a wide range of utilities related public works projects. Duties include plan review, contract negotiations, expenditure approvals, and coordination of engineering and technical activities. The incumbent experiences a high degree of public contact and exercises considerable independent judgment in resolving difficult technical utilities related problems. The incumbent exercises considerable independence in completing assignments. The incumbent reports to the Director of General Maintenance or designee.

## Minimum Qualification Requirements

- Bachelor's degree, with major coursework in civil engineering or related field and 5 years experience in backflow or plumbing design, review for construction of public works or utilities projects, and 3 years in supervision of utilities or public works construction; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Possession of Backflow Certification and a Plumbing or Building Contractor license.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Manages, coordinates and reviews work of professional and technical staff, involved in design, construction, inspection, contract management, and operational duties for various projects.
- Reviews contracts, specifications, changes to policies, plans, and contractor invoices.
- Prepares and administers division budgets.
- Monitors staff and contractor work to ensure compliance with specifications, codes, and ordinances.
- Mediates differences or complaints from customers after review and investigation of problem situations.
- Meets with in-house and consulting engineers to review designs and resolve issues.
- Verifies calculations and proposed recommendations for irrigable areas, meter sizes, and related technical matters.
- Represents the department at public hearings, televised presentations, and interacts with interested individuals on department functions, in particular, on reclaimed water use and inspections concerns.
- Confers with contractors working on public works construction projects to explain and interpret plans and specifications, checks materials, makes arrangements for laboratory tests, and prepares progress reports.
- Operates a personal computer to perform data entry or retrieval as well as engage in routine information terminal operations and programming/reprogramming.
- Performs related work as assigned or required.

# UTILITIES TECHNICAL SERVICES MANAGER (continued)

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## Knowledge, Skills, and Abilities

- Knowledge of the principles and procedures of civil engineering, and the technical aspects of public works and utilities design and Pinellas County construction standards.
- Knowledge of the principles, techniques, practices and regulations governing water pressure, backflow, and cross connection control work.
- Knowledge of current industry development, literature, and sources of public works and utilities construction, operations, and maintenance information.
- Skill in public speaking and ability to address public or private groups on subjects relative to public works and utilities projects.
- Skill in performing mathematical calculations and technical inspections, and ability to diagnose and resolve engineering issues.
- Ability to apply computer applications and software.
- Ability to plan, assign, instruct, review, and evaluate the work assignments of professional, technical, and administrative personnel in a manner conducive to full performance and high morale.
- Ability to establish and maintain effective working relationships with associates, public officials, superiors, fellow employees, and the general public.
- Ability to meet and deal tactfully and effectively with the general public to communicate technical information, orally and in writing, in a manner understandable to a wide variety of audiences.

For official use only

Revised	EEOC Code	Overtime Code
8/10	Professionals	Exempt