

DIRECTOR OF UTILITIES

Job Code	Pay Grade
17620	SM1

Nature of Work

This is highly responsible professional, administrative and management work directing the water, wastewater, and reclaimed water operations of the Utilities Department. This position works closely with the County Administrator on critical issues and organizational policies. Work involves responsibility for the leadership, organization, direction, and coordination of the day-to-day operations of the department, utilizing considerable independent judgment and initiative to govern in a manner that ensures compliance with the highest industry standards as required by state and federal regulatory agencies. Duties involve responsibility for resource allocation, including budget and personnel. Duties also involve planning and devising work programs related to safe and efficient operations of the department. This position reports to an Assistant County Administrator.

Minimum Qualification Requirements

- Bachelor's degree in public administration, project management, environmental management, engineering, or a related field; supplemented by at least 8 years of broad scope, senior level management experience planning and managing public utilities programs, resources and operations, or
- Master's degree and 6 years experience as described above; 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.
- 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 this position.

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

- Formulates plans, assigns, directs and supervises all of the activities, operations, and personnel of the Utilities Department.
- Provides leadership management principles and processes within the department.
- Assumes duties of and is recognized as "owner" of Pinellas County Utilities facilities and systems by state and federal regulatory agencies.
- Maintains close liaison with the Southwest Florida Water Management District, Tampa Bay Water Regional Water Supply Authority and regional utilities.
- Provides and initiates recommendations, presentations, and reports on a variety of Utilities functions, projects, plans and operations.
- Develops department-specific policies, in consultation with the County Administrator for maximum utilization of financial and human capital.
- Directs and participates in the development and administration of the departmental budget; prepares reports and recommendations concerning budgetary and staffing requirements.
- Responds to inquiries from the Board of County Commissioners, the County Administrator, the media, and the public, to ensure consistency with county policies, goals, and initiatives.
- Directs contract negotiations for goods and services for Board approval.
- Proposes rules, fees, and policies to the County Administrator pertaining to the department and its operations.
- Maintains close liaison with state and federal regulatory agencies.
- Interacts with various County departments on issues, projects, and events that are interrelated.
- Effectively presents information in writing and orally, to the County Administrator, Board of County Commissioners, other elected officials, and various community groups.
- Attends industry conferences, utility association meetings and legislative meetings as directed or required.
- Performs other related work as assigned or required.

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Knowledge, Skills, and Abilities

- Knowledge of federal, state and local laws that govern water, wastewater, reclaimed water and all other operations of the Utilities Department.
- Knowledge of the principles, practices and procedures of public and business administration, as applied in a large organization.
- Knowledge of budget and accounting principles, practices and procedures, as applied in a large organization.
- Skill in advanced leadership techniques and practices to evaluate and determine organizational goals and objectives, maximizing effectiveness or organizational work units through staff selection and assignments.
- Ability to interact effectively, establishing good working relationships with staff members, other county organizations, agencies, industry leaders, state officials, consultants, contractors, and the public.
- Ability to govern the Department in a way that aligns with the County's strategic vision and mission.
- Ability to address civic organizations or other public or private groups on subjects relative to department projects.
- Ability to plan, supervise and coordinate long-range technical and administrative programs.
- Ability to apply computer applications and software.

For official use only

Re-instated	EEOC Code	Overtime
10/15	Officials & Managers	Exempt