



Utilities Technical Services Manager

Category: Exempt
Pay Grade: E26
Job Code: 17532

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs responsible supervisory engineering work with administrative responsibility for review of work produced by the Technical Services Division for Utilities Department projects; plans, programs, manages, reviews, and coordinates work of technical personnel, engaged in design, construction, inspection, contract management, and operation of a wide range of utilities related public works projects; performs plan review, contract negotiations, expenditure approvals, and coordination of engineering and technical activities.

ESSENTIAL JOB FUNCTIONS (examples, 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;
- Resolves internal and external customer questions, policy interpretations, billing questions related to meters, fee requirements, contract questions, and employee concerns;
- Directs the writing of and coordinates bid specifications and participates in the review of bid submittals;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

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

Special Qualifications (May be required depending on area of assignment):

- 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.
- Possession of Backflow Certification and a Plumbing or Building Contractor license.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the principles and procedures of civil engineering, and the technical aspects of public works and utilities design and 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.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Visual ability:** Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** Sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Standing:** Particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.