



Interagency Water Manager

Category: Exempt
Pay Grade: E29
Job Code: 17619

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 highly responsible professional, administrative, and technical work assisting the Director of Utilities in water management and water planning activities; participates in organizing, planning, and coordinating the water, sewer, reclaimed water, and water planning activities for the County; manages professional and technical staff in collecting, analyzing, evaluating, and presenting information, as well as forecasting and programming the implementation of department plans developed consistent with policies and directives of the Board of County Commissioners and the Director of Utilities; makes important procedural and operational recommendations to the director of the department, and, as appropriate, assists in their implementation to ensure maximum management efficiency.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Provides management and administrative support to the Director of Utilities in any and all phases of the Utilities Department programs and activities including maintaining and promulgating department rules and policies in accordance with County policy;
- Resolves complex personnel, environmental, and budget issues and problems;
- Coordinates with Tampa Bay Water, the Southwest Florida Water Management District, and the Florida Department of Environmental Protection on water planning and regulation activities;
- Initiates communication and cooperation between Utilities, internal County stakeholders, and municipalities regarding future opportunities for collaboration in water resource planning;
- Initiates discussions with municipal water systems regarding partnering possibilities to optimize the use of existing infrastructure;
- Presents material to the Board of County Commissioners, County Administrator, other officials, and official boards when required;
- Collaborates with the Communications Department to initiate communication and education programs regarding water management and conducts public relations activities;
- Coordinates with both internal and external stakeholders regarding future water initiatives;
- Reviews and obtains proper interpretations of the laws, rules, and regulations affecting operation of a multi-faceted utilities system when appropriate;
- Acts in a liaison capacity with departmental and governmental agencies on water resource issues, regulation, and environmental matters;
- Manages and oversees Martin Borrow Pit lands;
- Serves as acting director in the absence of the director;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in civil, hydraulic, or sanitary engineering or business administration and five (5) years of progressively responsible experience in engineering or business administration that includes three (3) years of experience in public water utilities operations or planning and/or in water regulatory agency operations; 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.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the principles, practices, and procedures of public and business administration as applied in a large organization;
- Knowledge of the principles, standard methods, and practices of the operation and maintenance of water supply systems, reclaimed water supply systems, wastewater collection, transmission, treatment, and reuse/disposal systems;
- Knowledge of budget and accounting principles, practices, and procedures as applied in a large organization.
- Ability to apply computer applications and software;
- Ability to express oneself clearly and concisely, orally and in writing;
- Ability to interpret current legislation, rules, and regulations;
- Ability to plan, supervise, and coordinate long-range technical and administrative programs;
- Ability to address civic organizations or other public or private groups on subjects relative to water resource planning and projects;
- Ability to establish and maintain effective working relationships with subordinates, superiors, other County departments, community officials, citizens, state, and federal officials;
- Ability to prepare new rules and regulations;
- Ability to plan, assign, and lead the work of subordinates.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. 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.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **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.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **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.