City of Bradenton
Job Descriptions

Job Title: Utilities Section Manager

Date Prepared: June 1, 2015

Department/Location: Public Works & Utilities – Executive Division

FLSA Status: Exempt

Bargaining Unit: None

Classification: Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.

Schedule: This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.

Supervision Exercised: Provides direct supervision of the following division superintendents: Water Treatment Plant, Wastewater Treatment Plant, Maintenance, and Distribution and Collection. Provides indirect supervision of employees in the divisions listed above.

Supervision Received: Department Assistant Director and Director

General Purpose of the Position: Highly responsible with advanced operations and administrative duties directing the Utilities Section of the Public Works and Utilities Department. Works under the general supervision of and receives assignments from the Director of Public Works and Utilities. Considerable independent judgment and initiative are required; direct supervision is minimal concerning day-to-day activities. Completed work is reviewed primarily in terms of results achieved and in the maintenance of effective and harmonious work contacts. Incumbent is required to use initiative, judgment and ingenuity in planning and executing the work.

Essential Duties and Responsibilities:

- Directs and oversees all aspects of the Utilities Section.
- The Manager shall plan, organize, implement and supervise activities related to water treatment, water transmission and distribution, wastewater treatment and disposal, wastewater collection and transmission.
- Plans, organizes, prioritizes, and directs the activities of the section; delegates appropriate responsibilities to division superintendents; assures the total operational effectiveness of the section.
- Establishes and implements operational policies, goals, and objectives for the section consistent with the policies, goals and objectives of the Department of Public Works and Utilities. Ensures and encourages compliance with city-adopted safety policies and procedures.
- Ensures and encourages compliance with the City of Bradenton employee Handbook; conducts pre-disciplinary hearings.
- Evaluates the work of division superintendents and support staff; identifies training needs; provides counseling as needed.

- Evaluates needs for facilities and services in the assigned areas of responsibility; assesses financing possibilities and available resources in relation to needs; recommends priorities accordingly and develops programs to obtain objectives.
- Prepares and maintains a 5-year Capital Improvement Plan (CIP) for all divisions in the Section.
- Prepares and manages the annual budget for the section; works with the superintendents to prepare and manage the annual budgets for each division; determines resource needs and financing requests; oversees section budgetary administration.
- Plans and participates in technical and administrative studies and reviews reports of program needs and accomplishments. Maintains records and prepares reports on a variety of subjects.
- Establishes and maintains good working relationships with community groups and agencies and the media; participates on various City and community committees, task forces; represents the City of Bradenton Utilities Section with intergovernmental committees, regulatory agencies and the general public.
- Performs related work as needed or assigned by the Director of Public Works and Utilities.

The Manager will be responsible for, evaluated on and held accountable for the following:

- The effective and efficient operation of the Section within approved budget and guidelines. The Manager must be a good steward of the citizen's money.
- The Manager is expected to model servant leadership and create a culture of integrity, accountability, customer service, respect, empathy, competence, quality, innovation, flexibility, thrift and cooperation.
- The Manager is expected to be innovative – to formulate ideas and plans to move the Section beyond the present and into the future.
- The Manager is responsible for the professional success and growth of the division superintendents; ensures that the superintendents understand and fulfill their essential duties and responsibilities; trains, counsels, encourages, disciplines or, if necessary, recommends replacement of underperforming superintendents; recommends appointment of new superintendents.

Skills and Physical Abilities Required:

- Knowledge of modern principles, methods, practices, and materials in planning, designing, operating and maintaining utilities services.
- Knowledge of federal, state and local laws, regulations and standards relating to utilities operations.
- Knowledge of safety standards and precautions pertaining to wastewater treatment and disposal, wastewater collection and transmission, water treatment and water distribution.
- Knowledge of effective managerial practices and methods and ability to plan, organize, prioritize, coordinate, assign, and evaluate the work of subordinate employees.
- Knowledge of budgeting and fiscal procedures and methods.
- Knowledge of municipal government organizations.
- Ability to establish and maintain effective utilities programs.
- Ability to assess overall section effectiveness in carrying out its mission.
- Ability to assess and define training needs of subordinate personnel.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain records and to prepare reports.
- Ability to identify problems and to initiate solutions and/or corrective measures.
- Ability to establish and maintain effective working relationships with other employees, City officials, other public safety and community agencies, and the general public.
- Excellent work history and attendance record.

Computer Equipment and Software Requirements: Mobile radio, telephone, copier, scanner, proficiency in MS Office software, and the ability to adapt to other software programs with ease. Required to drive non-CDL vehicles. Although not required, may operate CDL vehicles if properly licensed. Safety equipment is provided.

Education and Experience Required: Graduation from an accredited college or university with a bachelor's degree in public administration, engineering, construction, business, or related academic field. A minimum of five (5) years of progressively responsible professional experience in utilities administration, engineering, or construction administration is required, preferably in the public sector, of which two (2) years of experience must have been in a supervisory or management capacity; or the equivalent in education, training, and experience that would provide the necessary knowledge, skills, and abilities. In lieu of a college degree, a minimum of ten (10) years of progressively responsible professional experience in utilities administration, engineering, or construction administration is required, preferably in the public sector, of which two (2) years of experience must have been in a supervisory or management capacity; or the equivalent in education, training, and experience that would provide the necessary knowledge, skills, and abilities. Good driving record and valid Florida driver's license.

Environmental Conditions: Work is performed both inside (office setting) and outside. Outside work may be required in varying and extreme weather conditions for short periods of time where employees are exposed to excessively loud noises from construction equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides. While unlikely, physical effort may be required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. Rare exposure to slippery and/or uneven surfaces; heights above twenty (20) feet; below ground level, with feet, legs and/or hands in water. Rare exposure to confined spaces. Subject to 24-hour call back for emergency conditions. Appropriate training and safety equipment will be provided for all conditions.

Commercial Driver License (CDL): A Commercial Driver License (CDL) is not required for this position but is helpful. Compensation for CDL licensure is incorporated into salary and incumbent is not eligible for CDL premium pay.

Pay Grade: 128 **Salary Range: Minimum:** $31.73/hour **Maximum:** $47.60/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:
Department Director _____ **Date** 12-29-16

Human Resource ~~**Director**~~ Manager _____ **Date** 1/11/17

*Updated Dec 2015