

	<b>THE CITY OF KEY WEST Job Description</b>	<b>Non-Union, Exempt Position</b>	
		<b>NEW POSITION</b>	<b>10/09</b>
<b>POSITION</b>	<b>UTILITIES MANAGER</b>	<b>SALARY</b>	<b>\$61,826.00</b>
	<b>GENERAL SERVICES</b>		
<b>JOB CODE</b>	<b>43810</b>	<b>GRADE</b>	<b>N45</b>

**PHYSICAL LOCATION:**

- All areas of the City

**REPORTING RESPONSIBILITIES:**

- Director of General Services or designee.

**GENERAL FUNCTIONS:**

- Professional, administrative and supervisory work assisting in the direction, coordination and management of all services and programs assigned to the General Services department including sewer, solid waste, stormwater, and the recycling program. Responsibilities include establishing priorities, providing for the effective utilization of employees, equipment and materials, assisting with the creation of budgets and rate models, increasing awareness and encouraging increased citizen participation in the recycling program. Duties require the use of independent judgment in projects. Supervision is exercised directly and through subordinates over a varied staff of skilled and unskilled laborers. Incumbent may be appointed to act in the absence of the Director. Considerable independent judgment and initiative required in performance of duties. Position will require dealing with suppliers, contractors, citizens, public utilities, as well as Federal, State, and County agency personnel and other City Departments.

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to read, write speak and understand English in order to perform duties of this description
- Able to work a forty (40) hour work week and additional hours as required.
- Able to use equipment and/or materials as specified in this job description
- Computer proficient in Microsoft office inc. Outlook, Word, Excel and keyboard/mouse proficient
- Able to see and hear well enough to perform the duties of this job description
- Able to drive City vehicles in performance of job

**EQUIPMENT TO BE USED:**

- Two-way radio, computer and related software, office equipment, basic tools and City vehicles

**ENVIRONMENT:**

- Inside and outside in all types of weather

**PHYSICAL REQUIREMENT:**

- Sitting: 40%
- Standing: 40%
- Climbing: 5%
- Bending: 5%
- Reaching: 5%
- Lifting: 5%

**DUTIES/TASKS/JOBS:**

- Assists with the administration of department programs, plans, schedules and assignment of projects.
- Supervises, coordinates, and directs assigned subordinate supervisory personnel in sewer, stormwater, solid waste, and recycling, including consultants/contractors assisting the City in these areas.
- Evaluates work of all personnel assigned; including disciplinary issues as required.
- Assists the Director with in the development and implementation of department policy and procedure.
- Assists with the planning, setting of program goals and objectives, administration and coordination of department programs to maximize the use of staff and fiscal resources.
- As directed, the position assists with the administration of department purchasing, budgets, and planning.
- Must be available to participate in the City's Emergency Operations Center all hours when needed.
- Responsible for the implementation, supervision, and evaluation of solid waste and recycling collection, and sewer and stormwater system maintenance.
- Responsible for the proper training and education of staff.
- Assists with preparation and submission of periodic and special reports as assigned.
- Meets with contractors, vendors and others as required addressing major department issues.
- Responds to after hours emergencies and assures that appropriate employees are dispatched to resolve problems.
- As assigned, represents the Director and the department in meetings of the City Commission, advisory boards, neighborhood groups, and other public or private agencies.
- Insures that the public is informed of all available programs and facilities offered by the City to ensure a high quality of life through public speaking, articles, and other media opportunities.
- Assists with the coordination of both operating and capital improvement budgets to ensure effective performance and maintenance.
- Promote increased participation and compliance with the recycling ordinance in a positive, pleasant manner gaining voluntary compliance whenever possible.
- Conducts periodic inspections of all park areas and facilities; observes deficiencies in operation, safety and condition; issues directives to correct deficiencies.
- Reviews job applications, interviews candidates for open department positions and recommends candidates for hire.
- Follows all City and Departmental policies, procedures, rules and regulations.

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Knowledge of and ability to prepare reports, evaluations, and schedules as necessary,
- Experience in preparing budgets and utility rate models, or the ability to learn to do so in a short time frame.
- Knowledge of City's wastewater and stormwater systems.
- At least 8 years experience working in government or a utility.
- Knowledge of the City's Code of Ordinances
- Knowledge of municipal purchasing procedures
- Considerable knowledge of streets and storm drains within the City, and the problems that are possible with same.
- Considerable knowledge of equipment, materials and supplies required for utility projects.
- Ability to manage coordination of labor, materials and supplies to complete projects on a timely basis, according to plans and specifications.
- Ability to perform long and short range planning.
- Substantial diplomatic skill required to deal credibly and effectively with the public.
- Knowledge of emergency operations. Possession of NIMS certification.
- Knowledge of the professional principles, methods and procedures of utility administration.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to plan, direct and coordinate a wide range of departmental programs and facilities.
- Ability to plan, direct and supervise the work of subordinates in a manner conducive to full performance and high morale.
- Ability to create a positive image to the public.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials.

- Possession of and ability to maintain Florida driver's license.
- Able to be contacted in a timely and efficient manner.
- Graduation from an accredited college or university.
- Public relations experience is highly desirable
- 2 years Supervisory experience in a related or comparable organizational setting.
- Equivalent in education, training and experience in a utility field may be substituted as determined by department head.

**Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.**

**The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.**

**I, \_\_\_\_\_, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,  
 VETERANS PREFERENCE EMPLOYER  
 & A DRUG-FREE WORKPLACE**

**Apply at:**

**City Hall, Office of Human Resources  
 525 Angela Street, 1<sup>st</sup> floor  
 Key West FL 33040  
 Office Telephone: (305) 809-3714**