



# City of Starke

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## Director of Operations/Utilities

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**DEPARTMENT:** Utilities/Operations

**REPORTS TO:** City Manager

**SUPERVISES:** Electric Supervisor, Public Works Supervisor, Wastewater Supervisor, Water Supervisor, Gas Supervisor and warehouse personnel.

**FLSA:** Exempt

**GENERAL DESCRIPTION:**

Highly responsible managerial, technical and administrative work that oversees and guides the department. Directs all activities of utility (electric, water, gas, and wastewater), warehouse, public works, brush and right-of-way divisions. Provides administrative guidance to department to ensure best practices are applied for the maintenance, repair and expansion of infrastructure, customer/citizen-oriented policies and practices are implemented and organizational goals and objectives are met. Work is performed under the general direction of the City Manager.

**ESSENTIAL JOB FUNCTIONS:**

1. Directs all divisions of Utilities/Operations; plans, assigns and directs the employees through the subordinates.
2. Manages the planning, design, construction, and coordination of a large number of various municipal infrastructure projects including electric, water, and wastewater utility infrastructure, storm water facilities, streets, sidewalks, and parking lots. Management of such projects to include but not limited to review of project drawings and specifications, evaluation of bids and proposals, review of shop drawings, management of construction contracts including review of work, and change order review/negotiations. Work also includes in-house development of bid documents, design and specifications.
3. Leads key staff in formulating and executing strategic and long-range plans for the department including master plans, short and long range goals, capital improvements and maintenance and replacement programs.

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### **Job Description**

4. Assists in the review of conceptual plans, site plans, and construction plans for conformance to City's Land Development Regulations and utilities and public works infrastructure standards.
5. Develops staffing requirements for utilities, public works, and warehouse operations areas including hiring, discipline, dismissal, advances, and transfers of staff and resolution of grievances. Completes performance evaluations for departmental supervisors.
6. Coordinates work activities and programs of the department with other City, State and County programs and projects, and with private entities, as applicable.
7. Ensures departmental compliance with applicable local, state and federal regulations.
8. Prepares reports, and correspondence.
9. Attends and participates in conferences and meetings of department heads, the City Commission and others.
10. Recommends modifications to City programs, policies, and procedures as appropriate.
11. Develops/maintains emergency response plan for City's utilities and public works areas.
12. Responsible for development of personnel, operating, and capital improvement budget for all Public Services Divisions.
13. Reports on activities of department including status of initiatives and projects.
14. Reviews expenditures of all department budgets with staff to ensure fiscal responsibility.
15. Participates in special projects as assigned.
16. Answers periodic inquiries by legislative members of the government and interfaces with all governmental agencies relative to the Department.
17. Represents the Department/City at various state and national meetings as necessary.
18. Meets with citizens regarding complaints and responds.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, ABILITIES AND SKILLS**

Thorough knowledge of all phases of utilities and public works areas. Thorough knowledge of electric utilities substation and distribution principles, practices and procedures is preferred. Thorough knowledge of the principles and practices of water treatment and distribution, as well as wastewater treatment and collection. Thorough knowledge of modern techniques, methods, procedures, principles, and practices of all phases of public works. Thorough knowledge of personnel, finance, general office and business administration, and the ability to apply them. Thorough knowledge of management principles and practices. Thorough knowledge of the principles of supervision, training and performance evaluation. Knowledge of the equipment, tools and supplies required to accomplish utility and public works operations. Ability to plan, direct and coordinate a wide range of utilities and public works systems and activities. Ability to supervise a large number of employees through divisional supervisors. Ability to express ideas on technical subjects clearly and concisely, both orally and in writing. Ability to comprehend technical reports. Ability to plan, assign, instruct, review, and evaluate work assignments of managerial, and technical personnel. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop and present utility and public works plans and programs. Ability to communicate and supervise professional, technical and clerical employees. Ability to deal effectively with general public, city officials, and other employees. Ability to express oneself clearly and concisely both orally and in writing. Ability to create a positive image to the public relative to public services

programs. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**EDUCATION AND EXPERIENCE**

Fifteen (15) years of experience in progressively responsible positions in utility and public works operations, with a minimum of five (5) years supervisory experience. Graduation from an accredited four (4) year college or university with a Bachelor’s Degree in Civil, Electrical, or Environmental Engineering or related field may be substituted for 5 years of required experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS**

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Walking, standing.

**ENVIRONMENTAL CONDITIONS:**

Works inside in an office environment and outside reviewing and supervising work.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature