



Utilities Operations Director

Department: Office of the City Manager
Job Title: Utilities Operations Director
Reporting to: City Manager
FLSA Status: Non-Exempt
Date Prepared: May 24, 2022

Description:

The City of Starke is seeking an experienced individual to serve under the direction of the City Manager as the Utilities Operations Director. Starke is a small city comprised of approximately 5,800 citizens. They City operates water and wastewater facilities and distribution of electric and natural gas utilities.

Essential Duties and Responsibilities:

1. Supervises employees, including conducting performance evaluations, interviewing prospective employees, and making recommendations to the City Manager related to promotions, hiring and discipline.
2. Assists in the preparation, review, and administration of yearly and long-range operational budget plans
3. Under the direction of the City Manager, oversees construction of water distribution and wastewater collection and treatment facilities.
4. Helps with the negotiations, development and maintaining of agreements associated to with utilities operations as well as with private sector developers to establish criteria and standards for water distribution and wastewater collection and treatment.
5. Supports in the development of short and long-range goals, objectives, and strategies to meet future demand of water, sewer, electric, and natural gas systems infrastructure.
6. Under the direction of the City Manager, coordinates and participates in the design and construction of water and sewer facilities, including reviewing and recommending proposals developed by engineers, architects, attorneys, and contractors.
7. Directs activities of employees, resolving problems and maintaining motivation.
8. Interprets and prepares statistical, technical, and facility reports to identify short and long-term plans for operation and maintenance of utilities functions.
9. Establishes and maintains effective and positive relationships with the community. Attends conferences, public/community meetings, board, or professional meetings as may be directed or necessary.
10. Assists in the preparation and presentation of various reports to the City Manager, City Commission and/or governmental federal, state, and local agencies as may be appropriate concerning issues affecting the City.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.



Utility Operations Director

Education and Experience Requirements:

Bachelor's degree preferred. Engineering background preferred. Experience can be substituted on a case-by-case basis..

Knowledge/Skills/Abilities:

- Knowledgeable in utility management, utility systems operation, electric and gas infrastructure and water, wastewater facilities.
- Knowledge of Microsoft Office software (Excel, Access, Power Point and Word). Ability to read and interpret ordinances, regulations, contracts, grants, and legislation as it pertains to water, wastewater, electric, and natural gas.
- Ability to develop, implement, and monitor operating programs that measure maintenance practices and performance.
- Ability to maintain effective working relationships with staff, other City departments, and the public.
- Ability to work with staff, architects, engineers, contractors during project design to project completion.
- Skilled in plan review and mark up of all private projects and public capital projects.
- Ability to communicate orally and in writing with clarity.
- Ability to analyze detailed data, prepare and present reports, perform value analysis, and make recommendations concerning improvements to the City's Utilities System Maintenance Management practices and programs.
- Attend relevant seminars to stay current with Federal, State and Local regulations.
- Ability to read and interpret blueprints, specifications, and construction contract documents.

Please submit a cover letter and resume to clawson@cityofstarke.org or by Starke City Hall, City Manager's Office 209 N Thompson St Starke, FL 3209.

