



## Job Description

### Utility Operations Manager

Pay Grade: G12

---

**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Eight (8) years of progressively responsible related experience in utilities, preferably water/wastewater to include five (5) years of progressively responsible management experience.

**Minimum Education Requirements:** Bachelor's degree in civil, or environmental engineering, construction management, or an equivalent combination of education, training, and experience in utilities, preferably water/wastewater.

**Department:** Public Works & Utility Services.

**Direct Supervisor:** Public Works & Utility Services Director.

**Supervisory Responsibility:** Direct (4); Indirect (33)

**Primary Work Location:** Work is performed indoors and outdoors.

**Certification:** Valid State of Florida driver's license, Florida Professional Engineer (PE) license or have the ability to acquire within six (6) months of hire (preferred but not required), possession of any or the combination of the following: FDEP Class "B" Water Treatment Operator Certification, FDEP Level "3" Water Distribution Operator, Wastewater Class "C" Collection Systems Operator, possession of Florida Department of Transportation (FDOT) Advanced Temporary Traffic Control Certification.

---

**Job Summary:** Performs professional work of a difficult and highly responsible nature in connection with directing the activities of the Utility Services' branch of the Public Works and Utility Services Department, including Water Operations, Water Distribution, Sewer Collections, Streets, and Stormwater.

---

### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Oversee compliance with all federal and state potable water, sanitary sewer, and stormwater regulations; prepare and submit various regulatory reports as required.
- Implement State and Federal regulatory standards concerning potable water treatment and distribution and wastewater collection.
- Evaluate responsible divisions operational and organizational needs; provide presentations and recommendations to the Director concerning water and wastewater operations, planning, and growth.
- Maintain and facilitate effective communications with regulatory agencies, advisory boards, the City of Fort Walton Beach Department heads, staff, and other entities.
- Establish work procedures; plan and organize staff workloads and assignment.
- Train, motivate, and evaluate staff.
- Manage employee training and development as well as disciplinary action.
- Manage a broad range of operational activities for a variety of municipal systems including, but not limited to, streets, stormwater, sanitary sewer and water.
- Conduct interviews with prospective employees and provide hiring recommendations within his/her area of supervision.
- Prepare operational procedures and other written and verbal reports.



## **Job Description**

### **Utility Operations Manager**

Pay Grade: G12

---

- Assist in the preparation and administration of applicable divisions budget.
- Perform administrative functions such as entering purchase requisitions and preparation of the division payroll.
- Develop and present operating, maintenance, and capital budgets for divisions under charge.
- Monitor budgets for adherence to established budgetary parameters.
- Prepare, review, and approve technical bid specifications for operations and maintenance needs.
- Implement and monitor adherence to established safety regulations and practices for facility operations.
- Respond to concerns, inquiries, and complaints from the general public in both oral and written contexts; provide information, assistance, and/or resolution accordingly.
- Maintain current knowledge of trends and developments in regulatory practices pertaining to water, wastewater, streets, and storm water.
- Review permit applications for adequacy and compliance with approved plans.
- Perform technical research, field analysis, and inspection.
- Review plans and specifications for design accuracy and thoroughness.
- Fill in as needed in absence of the Director.
- Perform ICS duties as assigned for emergency management situations.
- Perform other job duties as assigned.

#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- Occupational hazards as they relate to health and safety of employees
- Remote telemetry systems.
- State and federal regulations governing water, sewer, and stormwater.
- City's functions, policies, and procedures.
- Applicable federal, state, and local laws, ordinances, statutes, rules, policies, and procedures.
- Principles, philosophies, and practices of utilities programs.
- Safety practices and safety equipment.
- Contractual agreements and their implications.
- Project and program management.
- Construction methods and techniques related to infrastructure.
- Principles of management and budgeting.
- Supervision, training, and motivation methods and techniques.
- Thorough understanding of City's functions, policies, and procedures.

##### **Skills**

- Public relations and customer service.
- Written and oral communications for both administrative and technical purposes.



## Job Description

### Utility Operations Manager

Pay Grade: G12

---

- Operate a variety of office equipment, including computer terminal, printer, calculator, and copier.

#### Abilities

- Interpret laboratory data as it relates to various chemical processes and implement changes in feed systems to optimize treatment.
- Organize and establish priorities.
- Effectively supervise employees.
- Develop sound record keeping procedures.
- Understand complex directions and interpret moderately complex prints and sketches.
- Select, train, schedule, supervise, and evaluate subordinates.
- Prepare and administer a budget.
- Work in all weather conditions and may be exposed to noise, dust, fumes, gases, chemicals, solvents, grease or oils, electrical energy, vibrations, poor lighting, moving objects, odors, and slippery or uneven surfaces.

#### Physical Demands

The work is light work which requires exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force to move objects. 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.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Talking 1: 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.



## Job Description

### Utility Operations Manager

Pay Grade: G12

- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

---

---

---

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date