



## Job Description

### Public Works & Utilities Director

Pay Grade: G14

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Eight (8) years of progressively responsible related experience with at least five (5) years supervisory experience.

**Minimum Education Requirements:** Bachelor's Degree in Civil or Environmental Engineering, or a closely related field.

**Department:** Public Works.

**Direct Supervisor:** City Manager.

**Supervisory Responsibility:** Direct (x); Indirect (x)

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

**Certification:** Valid State of Florida driver's license, Florida Department of Transportation Advanced Maintenance of Traffic Certification.

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

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#### Essential Job Functions

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

- Evaluate division operational and organizational needs; provide presentations and recommendations to the City of Fort Walton Beach leaders concerning water and wastewater operations, planning, and growth.
- 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 engineering activities for a variety of municipal systems including, but not limited to, streets, storm drainage, sanitary sewer and, water.
- Seal engineering plans, specifications, reports, and other appropriate documents.
- Oversee the Geographic Information System program for the City of Fort Walton Beach.
- Map the infrastructure and create the official maps of the City of Fort Walton.
- Administer architect/engineer contracts.
- Provide construction and project management; perform periodic routine inspections and monitoring of work/project sites during and upon completion for adherence to established regulator practices, work orders, and assigned objectives.
- Maintain and facilitate effective communications with regulatory agencies, advisory boards, the City of Fort Walton Beach Department heads, staff, and other entities.
- Implement State and Federal regulatory standards concerning potable water treatment and distribution and water treatment process.
- Develop and present complex engineering reports, correspondence, analysis reports, technical studies, staff reports, grants, ordinances, and resolutions; deliver oral presentations.
- Manage a portion of the Capital Improvement Program and various capital improvement projects; Prepare plans, specifications, cost estimates, and project budgets.



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- 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 and wastewater treatment, collection, distribution, storm water, and environmental issues.
- Review permit applications for adequacy and compliance with approved plans.
- Perform technical research, field analysis, and inspection.
- Develop design procedures.
- Review plans and specifications for design accuracy and thoroughness.
- 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**

- Applicable federal, state, and local laws, ordinances, statutes, rules, policies, and procedures.
- Water, sewer, and reclaimed water properties.
- Principles, philosophies, and practices of utilities programs.
- Safety practices and safety equipment.
- Location, purpose, and operation of assigned structure, facilities, and buildings.
- Contractual agreements and their implications.
- Project and program management.
- Principles and practices of civil engineering and engineering survey and design.
- Drafting methods and techniques.
- Construction methods and techniques related to infrastructure.
- Principles of management and budgeting.
- Applicable federal, state, and local laws pertaining to civil engineering.
- Surveying methods and techniques.
- Supervision, training, and motivation methods and techniques.
- Thorough understanding of City's functions, policies, and procedures.

##### **Skills**

- Strong written and oral communications and relational skills.
- Public relations and customer service.



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- Written communications for both administrative and technical purposes.
- Bookkeeping and office skills.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

#### **Abilities**

- Analyze engineering problems, identify alternatives, develop recommendation, and implement solutions.
- Conduct engineering research and compile comprehensive reports.
- Schedule, supervise, develop, and evaluate employees.
- Operate GIS and computer aided design systems.
- Operate a pavement system.
- May work outside in various weather conditions.

#### **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.



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- 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:

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Employee Signature

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Date

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Supervisor Signature

\_\_\_\_\_  
Date

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Human Resources

\_\_\_\_\_  
Date