

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 650**

**UTILITIES DIRECTOR**

**GENERAL**

Responsible administrative work directing the operation of both water and sewer systems. Work is performed under administrative direction.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Plans, reviews and supervises departmental policies, programs and operations through work activity supervisors.
- Prepares work plans and projects for both water and sewer systems.
- Supervises the activities involved in the operation and maintenance of the water treatment and distribution system, including laboratory analysis control. Supervises the activities involved in the operation and maintenance of the sewage disposal system.
- Coordinates work activities with other City programs and projects.
- Evaluates work activities through review of work plans, reports, conferences and inspections.
- Reviews plans at meetings and by inspection before approval of water sewer construction and connections by developers.
- Serves as representative of Administrator. Directs and monitors the implementation of City and departmental Affirmative Action plans, relating to all personnel actions.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge in methods, materials and techniques used in public works operations.
- Knowledge of equipment, tools and supplies required to accomplish all operations.
- Ability to direct and coordinate the operations of water and sewer systems.
- Ability to supervise a large number of employees through divisional supervisor.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Engineering. Water and sewer treatment "A" certificate. Considerable supervisory experience in public works construction and maintenance which demonstrates ability to perform the job duties.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

**Rev.** 10/22

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Classification:** 40/50

**Location:** Utilities Department

**GERS:** Regular Class