

TOWN OF LAKE PLACID

1069 US Highway 27 N, Lake Placid, FL 33852

Email Resume and Application:

Eva Cooper-Hapeman Town Clerk at clerk@mylakeplacid.org

Job description

DIRECTOR OF UTILITIES

GENERAL DESCRIPTION:

This is executive, professional, administrative and technical work in planning, organizing, directing, and coordinating the operation of the Water Resources/Water Treatment Plant; Wastewater Treatment Systems/Water Reuse Facility/Operations; Water Distribution & Wastewater Collection Systems of the Town of Lake Placid Utilities Department. Position is responsible for ongoing efficient and profitable operations. The Director has significant responsibility for the income and/or loss of the utility. This position reports to the Town Administrator.

Responsibilities include effective, timely, clear and concise communications of company business; accountability for administering Town Council approved policies, procedures and the Town Municipal Code; fair and timely employee evaluations for all employees; and the professional development of employees within the supervision of the incumbent.

ESSENTIAL JOB FUNCTIONS:

(Note: There are also secondary functions, which the employee will be required to perform.)

Position is responsible for the ongoing efficient and profitable operations of the Water Resources, Wastewater Systems, Water/Wastewater Operations and Water/Wastewater divisions. Directly supervises all employees in these divisions.

Management of strategic and tactical planning processes, and budgeting; both short term and long term. Assesses the competitive position in relation to the current and expected future business environment and plans for the long-term success of the organization in order to maintain consistent profitable operations and to meet the mission statement of the Town of Lake Placid.

Manages the efforts of the organization to achieve consistent, predictable and adequate budgetary requirements in accordance with agreed-upon objectives.

Directs activities for the planning and implementation of long-term expansion and rehabilitation or redevelopment programs for existing systems. Responsible for carrying out the orderly and efficient expansion of water and wastewater utility services in a manner that minimizes the potential for adverse rate impacts on Town customers.

Manages and administers supporting groups to assure adequate support for the organization at a cost that is fair to all concerned.

Provides oversight for water and wastewater rate development and rate applications, charges and collections as they relate to the profitable and successful operation of the systems.

Directs the work of a number of supervisory and subordinate personnel engaged in the planning, design, operation, construction, maintenance and repair of the water distribution system, water resource and treatment plants, wastewater collection systems including lift stations, maintenance and water reuse facilities, as well as the engineering aspect of the referenced areas.

Assures all necessary procedures and processes are in place to provide for safe, efficient and effective operation of all systems including compliance with local, state, and federal permit requirements. Represents the Town of Lake Placid as delegate to interlocal agencies and industry trade associations. Directs the development of all personnel in the directorate including accountability for all communications; adherence to Council-approved policies and procedures; and fair and timely interactive employee evaluations. Performs other work assignments, tasks, and projects as may be assigned from time to time by the Town Administrator and Town Engineer. May fill in temporarily for another Department Head if requested by the Town Administrator.

ESSENTIAL MINIMUM QUALIFICATIONS: (Education and Experience)

Graduation from High School is minimum requirement. Minimum ten (5) years progressive responsibility with supervision and/or management in the planning, design, operation and maintenance of water and wastewater systems, as well as the treatment of drinking water and treatment of wastewater with some experience in reuse protocol. Recommend valid currently up to date Florida Drinking Water Treatment Operator license classification "C" or higher *and* a valid currently up to date Florida Wastewater Treatment Plant Operator license classification "B" or "A" license.

A comparable amount of training and experience may be substituted for the minimum qualifications, but the absolute minimum five (5) years in management is required.

A valid State of Florida driver's license is required.

ESSENTIAL KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the practices, principles, theory, methods, techniques and equipment used in the design, construction, operation and maintenance of water treatment wastewater treatment and reuse facilities and transmission.

Experience in retail sales of water and wastewater services, customer needs, and industry trends. Considerable knowledge of and ability to apply principles of professional management to plan, organize, and direct the work activities of a variety of labor, craft, technical, professional, administrative and management personnel.

Ability to establish and maintain effective working relationships between officials, employees, regulatory agencies, subordinates, representative of other agencies, customers, and the public.

Ability to negotiate with contractors, suppliers, and other interests relating to water/wastewater systems.

Thorough knowledge of the management of simultaneous multiple engineering and construction projects utilizing both in-house and contract resources.

Considerable ability to make independent judgments under a variety of unusual and unexpected conditions and to provide direction accordingly for expedited actions as may be required in urgent and emergency conditions.

Considerable ability to determine long-range needs for the water and wastewater systems and to plan and organize work for the efficient accomplishment of such objectives.

Considerable ability to understand, interpret, review, and critique engineering computations, plans, and specifications.

Considerable ability to express ideas clearly and concisely, orally, and in writing. This includes public speaking engagements.

Considerable ability to react to change productively and to handle other tasks as assigned. Thorough understanding of regulatory agency requirements, such as Florida Department of Environmental Protection, US Environmental Protection Agency, Florida Public Service Commission, Department of Transportation, etc., as they pertain to water and wastewater systems requirements, operations, and construction/permitting. Ability to operate a personal computer and understand software user programs.

NECESSARY SPECIAL REQUIREMENTS

May require announced or unannounced overtime work* and the ability to respond to call-out work during non-working hours or emergencies on a twenty-four (24) and seven (7) day a week.

ESSENTIAL PHYSICAL SKILLS

Sitting, standing, walking, driving cars, good near and distant vision, depth perception, vision for reading, and good hearing (with or without hearing aid).
(Reasonable accommodations will be made for otherwise qualified individuals with a disability).

ENVIRONMENTAL CONDITIONS

Works inside and outside in all weather conditions (when necessary)

When certain conditions or emergencies exist, the following environmental conditions may be included in or with noisy conditions:

With silica, asbestos, fumes, smoke, gases, flames,

With chemicals and/or solvents, i.e. chlorine, ammonia, phosphate, hydrogen sulfide

With grease, oils, and odors

On slippery or uneven walking surfaces

On ladders or scaffolding

On heights of more than two (2) stories

With poor lighting and/or poor ventilation

Job Type: Full-time

Pay: \$60,000.00 - \$80,000.00 per year

Benefits:

- 401K
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Holidays
- Monday to Friday
- On call

- Overtime
- Weekends as needed

Education:

- High school or equivalent (Required)

Work Location: In person