

# Manager, Water Quality & Treatment

**Salary**

\$84,000.00 - \$112,977.75 Annually

**Location**

Boynton Beach, FL

**Job Type**

Full Time

**Department**

Utilities

**Job Number**

2017-0728

**Closing**

Continuous

- DESCRIPTION
- BENEFITS
- QUESTIONS

**Purpose of Classification**

The purpose of this classification is to manage assigned divisions of the Utilities Department.

**Essential Functions**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews candidates for employment and makes hiring recommendations; coordinates training activities.

Coordinates department work activities; organizes and prioritizes workload; makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; initiates any actions necessary to correct deviations or violations.

Consults with assigned staff to review work requirements, status of work, and problems; assists with complex or problem situations; provides direction, advice, and

technical expertise.

Consults with deputy director, director and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Coordinates work activities with those of other departments, contractors, consultants, outside agencies, or others as needed.

Performs administrative functions associated with the department; develops/implements long and short term plans, goals, and objectives; develops, updates, and implements policies and procedures; develops and implements division budget, including annual budget and capital construction budgets; reviews/approves payment requisitions, invoices, and payroll documents; prepares/reviews regulatory reports and submits to appropriate agencies; prepares agenda items for presentation to city commission; coordinates emergency preparation, plans, contingencies, and response to potential disasters.

Oversees operations and administration of plant operations and maintenance; provides input on specifications for capital expansion; prepares permit applications; participates in regulatory inspections and oversees laboratory services.

Coordinates procurement of equipment and contracted services; researches new products, systems, and materials; obtains pricing from contractors and suppliers; prepares specifications for materials, equipment, and services; writes, prepares, and reviews bid documents/specifications; recommends award of contracts; ensures contract compliance for all contracts and specifications.

Compiles or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports; maintains records.

Prepares or completes various forms, reports, correspondence, plant operational reports, regulatory reports, change orders, specifications, permit applications, budget documents, performance appraisals, agenda items, or other documents.

Receives various forms, reports, correspondence, requisitions, purchase orders, invoices, budget reports, equipment submittals, payroll sheets, vehicle maintenance requests, accident reports, operations reports, regulatory reports, production reports, quality analysis reports, engineering reports, contract documents, construction documents, engineering plans, blueprints, specifications, master plans, comprehensive plans, union agreements, codes, regulations, standards, manuals, maps, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, project management, e-mail, or other software programs.

Communicates via telephone and/or two-way radio; provides information, guidance, and assistance; takes and relays messages.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Communicates with deputy director, director, employees, other departments, engineers, developers, contractors, consultants, inspectors, regulatory agencies, vendors, customers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Provides education and information to the community; meets with homeowner groups and community organizations; communicates the city commission's vision and mission; gives speeches and presentations; prepares/distributes educational materials.

Attends city commission meetings or other meetings; serves on committees as needed; gives speeches or presentations.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

## **ADDITIONAL FUNCTIONS**

Performs the duties of deputy director in absence of same.

Performs the lead role in coordinating departmental safety and environmental policies and programs.

Operates a motor vehicle to conduct work activities.

Performs clerical tasks, which may include answering the telephone and recording messages, sending/receiving faxed documents, or copying documents.

Provides assistance or coverage to other employees as needed.

Performs other related duties as required.

## **Minimum Qualifications**

Bachelor's degree in civil engineering, natural/physical science, or closely related field supplemented by five (5) years previous experience that includes utility plant operations, utility engineering, construction/design, plan review, and administrative

operations. Must possess Professional Engineering (PE) license. May require possession and maintenance of valid Florida Class A Water Treatment Plant Operator Certification. Must possess and maintain a valid Florida driver's license

## **Supplemental Information**

### **COMMUNICATION COMPETENCIES**

- The ability to clearly communicate Department and City Goals, Policies, Strategic Plans and other key information to employees and peers using multiple communication platforms including e-mail and social media.
- Effectively communicates with management staff, supervisors, employees, other departments, contractors, engineers, utility companies, vendors, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Accurately and expeditiously receives and delivers messages and information to the appropriate individuals.
- Ability to prepare accurate and thorough written records and reports.
- Ability to understand and follow oral and written instructions and to complete assigned tasks with minimal direction.
- Ability to understand and quickly and accurately follow brief oral and written instructions on moderately complex matters.
- Ability to establish and maintain harmonious working relationships with administrative staff, customers, other employees, other departments, other governmental and regulatory agencies, and the general public as needed.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSAs)**

Comprehensive Knowledge of all applicable codes, laws, rules, regulations, standards, policies and procedures relevant to utilities lab and water plants.

Skilled at dealing constructively with conflict.

Ability to be a positive role model and provide effective leadership.

Ability to effectively supervise assigned staff and to expeditiously resolve employee issues and concerns.

Ability to successfully develop collaborative working relationships with the department director and peers, and with other departments, contractors, consultants, outside agencies, and all other stakeholders.

Ability to successfully manage utility improvement and construction projects.

Able to review data and make analytical deductions.

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary

to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

The City of Boynton Beach, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Boynton Beach will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills, and ability.

**Agency**

City of Boynton Beach

**Address**

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