



**CITY OF BUNNELL**

<b>Job Title:</b>	Director	<b>Job Category:</b>	Administrative
<b>Department/Group:</b>	Utilities Department	<b>Job Code/ Req#:</b>	
<b>Location:</b>	City of Bunnell, FL	<b>Travel Required:</b>	
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full Time, Exempt
<b>HR Contact:</b>	Amy De Vries	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	
<b>External posting URL:</b>	www.bunnellcity.us		
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> adevries@bunnellcity.us Fax: 386-437-7503 <b>Attention:</b> HR Department RE:		<b>Mail:</b> Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
<b>Job Description</b>			
<p><b>Job Purpose:</b></p> <p><b>This position reports to City Manager.</b></p> <p>This candidate will be able to demonstrate professional level experience in all phases of water and wastewater utility management. Position requires residency in Flagler County within 90 days of appointment to position.</p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Will recommend and interview potential staff members, contract employees, and/or vendors.</li> <li>• Manage, plan and direct the utility departments to ensure that water, wastewater utility services are provided to protect public health, the environment, compliance with regulatory requirements, and respond to the needs of the citizens of the City.</li> </ul> <p><b>Knowledge/Skills/Abilities:</b></p> <ul style="list-style-type: none"> <li>• Develop department policies and procedures for the efficient management of municipal infrastructure consisting of water production, treatment, and distribution systems and wastewater collection, transmission, treatment and disposal facilities, pumps, transfer stations and pipelines.</li> <li>• Develop overall plans and specific approaches to provide necessary services to existing customers and satisfy future demands.</li> <li>• Advise City Manager and City Commission through meetings, discussion reports, memorandums and public hearings.</li> <li>• Prepare ordinances and resolutions for Commission action.</li> <li>• Review department operations through meetings with managers and key staff members and direct</li> </ul>			



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changes as necessary.

- Review Capital Improvement plans with City Manager, engineers and/or consultants by attending meetings and commenting on reports.
- Meet with developers to discuss service issues.
- Review and approve timesheets, requests for time off, sick leave, pay requests, invoices and purchase orders.
- Inspect facility operations and construction activity through site visits.
- Develop and monitor final budget in conjunction with City Manager and department managers including reviewing encumbrance reports and monthly financial statements.
- Responsible for various personnel matters including hiring, discipline, training and development, performance appraisals and related activities.
- Review, negotiate and recommend proposals developed by engineers and architects and contractor change orders.
- Provide input regarding policy and rule making to regulatory agencies.
- Discuss matters of common interest and territorial disputes with management of other utilities and negotiate inter-local agreements.
- Participate and prepare written comments for various City review committees. Perform skilled work supervising water and wastewater utility facilities.
- Work involves responsibility for the efficient operation of municipal water and wastewater system and the routine adjustments to equipment and machinery operating controls. Must exercise some independent judgment in making adjustments to machinery, equipment and related control apparatus in accordance with established procedures and standards.
- Provide direction for subordinate operators engaged in maintaining and operating various types of treatment/process equipment and data collection.
- Responsible for the installation, maintenance and repair of equipment, machinery, controls, pumps, transmission, distribution and collection lines, treatment plants and disposal facilities.
- Responds to customer inquiries and complaints.
- Reads meters, performs locates.
- Must be able to work shifts, including all hours, weekends and holidays.
- Ability to operate all equipment, control devices, testing machinery and appurtenances associated with City's water and wastewater treatment plants.
- Supervises and train other personnel.
- Collect and analyze samples. Adjusts process control based on date.
- Responsible for operations, reporting and permitting compliance for water and wastewater utilities.
- Coordinates and assists in maintenance of equipment.
- Follows through to ensure all work(s) remain in compliance and are being completed efficiently.
- Performs other duties as assigned.

### **Educational Requirements:**

- High School or GED
- Six years of verifiable Florida experience with a permitted water and wastewater utility system to include 3 years at supervisory level.

### **Professional Licenses:**

- Must possess a valid Florida Driver's License
- Florida "C" licensure or higher in water and wastewater as issued by the Florida Department of Business and Professional Regulations.

### **Work Environment:**

- Work involves walking, climbing stairs, twisting, turning, lifting heavy items (up to 50 pounds), digging,



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shoveling, and manually operating gates and valves, as well as exposure to noxious fumes, chemicals and noise.

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	