



DEPUTY PUBLIC UTILITIES DIRECTOR PUBLIC UTILITIES DEPARTMENT

MAJOR FUNCTIONS: This is a highly responsible professional position assisting in the directing of operations including planning, coordinating, and supervising all aspects of the Public Utilities Department, with a focus on water and wastewater operations. Work is performed under the direction of the Public Utilities Director with the opportunity for future succession to the position of Public Utilities Director.

ESSENTIAL DUTIES: Assists the Public Utilities Director in planning, organizing, supporting, and evaluating the activities, programs, and staff related to all Public Utilities activities. Participates in the selection, placement, promotion, training, safety, and appraisal of all Water and Wastewater personnel. Assists in the preparation and implementation of the department's annual budget request.

Oversees, directs, and participates in the daily operations of water distribution, wastewater collection, water and wastewater treatment facilities, and utility billing. Responsible for maintaining contact and coordinating operations and programs with outside local, state and federal agencies, professional and technical groups and the general public regarding the Utility Department's activities and services, as required. Supports the Utility Department's purchasing and procurement processes, and oversees utility capital projects including project planning, design, and management. Evaluates the City's public utilities needs and makes procedural and operational recommendations to the Public Utilities Director. Performs related non-essential duties as required.

KNOWLEDGE, EDUCATION, AND EXPERIENCE: Extensive knowledge of public utilities administration and modern practices and procedures used in the maintenance and repair of water and wastewater treatment plants as well as water distribution and collection systems. Thorough knowledge of applicable City laws, policies and regulations affecting department activities. Knowledge of public utilities related rules and regulations on the local, state and federal level. Ability to establish working relationships with elected officials, City employees, other federal, state and local governmental representatives, civic groups, consultants, vendors, the media and the general public is essential.

Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Public Administration, Business Administration, or related field; a Master's Degree is preferred.

Five to ten years progressive work experience in a supervisory or administrative capacity in water and wastewater operations, or an equivalent combination of training, education and experience. Candidate should maintain a valid Florida Department of Environmental Protection Class "A" Operator certification in Drinking Water and Domestic Wastewater Treatment Plant. Must have a valid Florida Commercial Drivers License (Class B) or able to obtain within 90 days.

HIRING RATE: \$76,934 - \$96,126 Annually

CLOSING DATE: Open Until Filled

Persons interested in this position should complete a City of Auburndale application and submit it to the Public Utilities Director, 915 Charles Ave. Applications can also be downloaded online at www.auburndalefl.com. The successful applicant will be required to pass a pre-employment physical and drug screening.

The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer.