

MAJOR FUNCTION

This is highly responsible management, technical, and professional work that involves directing, planning, coordinating and administration of UUPI programs in one of the following: public infrastructure, stormwater, water and sewer. Successful job performance requires management of a variety of complex and multifaceted projects and operations, including planning, development and construction, capital projects, traffic management and operations, and water quality programs. Work is performed with considerable independent judgment under the general direction of a Manager – UUPI Engineering, who reviews and evaluates the division's work accomplishments through conferences, analysis of reports and projects completed, and results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages, directs, trains, and coordinates the activities of the assigned UUPI team including overseeing internal staff, technical consultants, and contractors consistent with the UUPI mission and objectives. Responsible for ensuring assigned programs and projects are implemented consistent with prudent utility practices, generally accepted engineering and scientific practices, relevant regulatory requirements and the City's customer services standards. Prepares and reviews work scopes, technical plans, estimates, specifications, and schedules for capital projects. May sign and seal engineering documents as the engineer of record. Oversees construction activities on assigned projects. Coordinates with UUPI operations personnel to address operational issues. Prepares studies, master plans and other required reports. Manages applicable regulatory programs. Reviews operational data to determine corrective actions or projects to address operational and environmental issues. Coordinates with other UUPI and City staff as well as other local and state governmental entities such as Leon County, Blueprint, Capital Regional Planning Agency, Florida Department of Environmental Protection, and the Florida Department of Transportation. Negotiates and administers contracts with consulting engineers and contractors for goods and services. In conjunction with the City's Environmental Affairs Department, coordinates applicable regulatory activities including, but not limited to, permitting and permit compliance. Assists in the development and administration of the unit's operating and capital improvement budgets. Coordinates or manages applicable City permitting and development review activities. Interacts with external stakeholders including developers, regulatory agencies, citizens and stakeholder groups on projects and assigned area of responsibility. Directs environmental planning and compliance activities, as well as serves as liaison with City environmental and federal, state and local regulatory agencies. Prepares reports and renders testimony on the City's behalf before regulatory agencies, public hearings and legal proceedings. Prepares and reviews City Commission agendas and materials. Develops goals and objects for assigned staff. Recommends hiring, transfer, promotion, grievance adjustment, discipline, and discharge of assigned staff. Responsible for the establishment and administration of safety programs and practices to promote a safe work culture. Makes special assignments and balances workload per productivity and timeline goals. Conducts performance evaluations. Recommends approval and disapproval of merit increases. Performs related work as required.

Other Important Duties

May serve in the capacity of the Manager - UUPI Engineering. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of management, planning, operations, administration, and engineering methods, techniques and practices as applicable to the assigned program. Knowledge of laws, codes, and statutes as well as engineering and scientific techniques associated with the assigned program area. Considerable knowledge of local, state, and federal regulations regarding assigned areas of responsibility. Considerable knowledge of the principles of supervision, training and performance

evaluation. Considerable knowledge of capital expenditure accounting and budgetary cost controls. Ability to direct complex engineering design or scientific projects. Ability to plan projects and prepare related designs, estimates, and specifications. Ability to plan and supervise the work of contractual, technical, and professional staff. Ability to work in a collaborative manner across organizational lines and with individuals at all levels of the organization. Ability to read, interpret and explain applicable regulations, plans and specifications. Ability to prepare and/or direct preparation of technical reports, analyses and documents. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Demonstrates interpersonal facilitation and communication skills necessary to effectively develop and administer citizen participation and public input processes for capital improvement projects. Skill in the use of microcomputers and associated programs and applications related to area of responsibility and necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in civil or environmental engineering, environmental or water resources sciences, or a related field and five years of professional and administrative experience that includes one or more of the following program areas: (i) Stormwater management, planning, design and operations; (iii) water and sewer planning, design, and operations; (iv) public infrastructure engineering, (v) construction engineering and inspection, (vi) traffic engineering, or (vi) traffic operations; or experience in a closely related field. Two years of the required experience must be in a supervisory capacity.

Necessary Special Requirements

Possession of a valid class "E" State driver's license at the time of appointment.

For those positions that involve engineering and design activities, must a Professional Engineer license at the time of application. Must obtain a Professional Engineer license in the State of Florida within one year of employment. Must maintain registration in the state of Florida for continued employment.

During emergency situations, incumbents are considered essential employees and must be available to work for extended hours over periods including being away from family for extended periods.

Established: 10-18-25