

Sun 'n Lake of Sebring Improvement District

Position Title: Director of Utilities
Department: Utilities
Reports to: General Manager
FLSA Status: Exempt
Pay Grade: Exec (\$48,455.08 - \$89,641.90)

Primary Objective of Position

Under the direction of the General Manager, the primary function of this position is supervisory duties over the utility technicians in ensuring the water distribution and wastewater collection facilities are maintained and operational.

Essential Functions of Position

- Provides oversight and general direction to utilities technicians regarding underground utilities, wastewater treatment, lift stations and ensuring the water and wastewater plants meet the compliance regulations set forth by regulatory agencies.
- Management of strategic and tactical planning processes, both short and long term, to maintain consistent profitable operations
- Responsible for planning, directing, and coordinating the District's current utility infrastructure and future projects with District Engineer
- Manages purchasing, bidding, and contract compliance for utility operations and projects
- Oversees and assists in the inspections required for new construction
- Oversees and assists in the maintenance and repair of water distribution and wastewater collection lines and facilities
- Monitors UtiliSphere (811) to ensure locates of utility lines are completed efficiently and accurately
- Oversees and assists in the installation, connections, disconnections, and reading of water meters
- Oversees and assists in troubleshooting, repairing, and/or replacing sewer pumps and floats due to sewer emergencies
- Responsible for conducting required water sampling (set forth by the FDEP) and ensuring the prompt delivery to the lab for testing
- Responsible for generating and distributing the CCR (Water Quality Report) annually
- Prepares and monitors departmental budget and ensures compliance with District policy and procedures
- Identifies sources of grant funding for major projects and prepares appropriate applications for these funding sources
- Other duties as assigned

Requirements

- Graduation from an accredited college or university with a Bachelor's degree in business, public administration, environmental sciences, engineering, or other related field
- Minimum of five (5) years utilities experience
- Minimum of two (2) years progressive managerial experience in medium to large governmental agency or private company. Government experience highly desired
- Dual certified for Water and Wastewater Class C Licenses (minimum)
- Valid Florida Driver's License
- Computer literate and proficient in Microsoft Products