

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Assistant Director of Utilities / City Engineer**  
Utilities Department

**GENERAL STATEMENT OF JOB**

Under general supervision and administrative direction, plans, directs and supervises multiple divisions of the Utilities Department, including water / wastewater / reclaimed water, and engineering, ensuring compliance with all applicable policies, procedures, laws and regulations and the provision of quality, uninterrupted services to the citizens of Dunedin. Serves as the City Engineer. Signs and seals work performed under responsible charge. Performs related professional and administrative work as directed. Reports to the Utilities Director, and serves in that capacity on a temporary basis during planned and unplanned absences of the Department Director.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.***

Oversees all functions related to water / wastewater / reclaimed water, and engineering services. Determines the major work elements or project tasks for reporting department divisions and sections, and monitors the progress of all activities to ensure that resources are efficiently used, and that projects stay on schedule.

Supervises department professional, engineering, supervisory, field, and clerical personnel of the Water, Wastewater and Engineering Divisions, and serves as the City Engineer.

Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending and approving disciplinary action, employee transfers, promotions and discharge.

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Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Assists the Director with the development and implementation of department policies and procedures; ensures department compliance with all applicable policies, procedures, laws, regulations, codes, ordinances and permitting requirements. Interprets City codes for City personnel, outside agencies, contractors, developers, and permittees, as well as the general public. Executes permit applications as an authorized representative of the City to regulators.

Develops and administers reporting division's annual budgets; monitors and approves all related expenditures.

Coordinates interaction and assistance with other City departments, County departments, other governmental and private agencies, the City Commission, and the public.

Supervises the development of the annual and six-year capital improvement program.

Reviews designs and contract documents prepared by staff and consulting engineers.

Develops and implements various government programs, such as reclaimed water programs.

Advises the Department Director and/or the Deputy City Manager on a variety of related topics.

Administers grants received for program / project funding.

Receives and reviews reports from division supervisors; makes recommendations and/or takes action as appropriate. Compiles data for and prepares a variety of required reports, records and correspondence.

Develops and implements effective public relations efforts for reporting divisions. Receives and responds to public inquiries, concerns and complaints regarding various department activities; provides information to the public regarding department functions through public speaking engagements, media appearances, meetings, etc.

Represents the department on various City and community committees as appropriate.

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**ADDITIONAL JOB FUNCTIONS**

Prepares Commission agenda items for approval; attends City Commission meetings as required.

Performs routine administrative/office work as required, including but not limited to attending and conducting meetings, answering the telephone, typing reports and correspondence, copying and filing documents, etc.

Perform related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

Requires a bachelor's degree in civil engineering, environmental engineering or related field with ten years of public and/or private sector experience in public works and utilities related projects; [with five years of prior supervisory experience].

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

**SPECIAL REQUIREMENTS**

Must possess a valid Florida driver's license.

Must be a licensed Professional Engineer in the State of Florida.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

**PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Assistant Director of Utilities / City Engineer. Must be knowledgeable of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities in the position. Has comprehensive knowledge of the principles, theories, practices and methodologies of civil engineering, utilities engineering,

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environmental engineering, facilities management, urban infrastructure design and maintenance, waste management, and other areas under supervision. Has knowledge and skills required in determining needs of the City and ensuring that those needs are met. Fully understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Is able to make sound, educated decisions. Is able to work under moderately stressful conditions by balancing multiple projects within the constraints of available time, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times and deal with sensitive situations with tact and diplomacy. Knows how to make public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

**PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to synthesize, hypothesize and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories, management principles and economic analysis. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of reporting division's budgets, and knows how to prepare and monitor those budgets.

**Human Interaction:** Requires the ability to function in an assistant director capacity for a major organizational unit requiring significant internal and external interaction; requires the ability to apply principles of negotiation, and performs such in formal situations within the context of legal guidelines. Is able to coordinate reporting division's activities with other City departments and government / private agencies, in order to accomplish goals and complete projects. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to supervise, motivate and evaluate the performance of a diverse group of employees. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has the ability to negotiate among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose.

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**Equipment, Machinery, Tools and Materials Utilization:** Has knowledge of and skill in the use of modern office equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, and related computer software.

**Verbal Aptitude:** Requires the ability to use conceptual data and information, as well as reference, descriptive, advisory, consulting, synthesis and design data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling.

**Mathematical Aptitude:** Has the mathematical ability to handle required calculations. Requires the ability to apply advanced algebraic / calculus concept and algorithmic / modeling techniques in areas such as engineering design and alternative cost analysis; to use principles of probability and statistical inference.

**Functional Reasoning:** Requires the ability to apply principles of logical or conceptual thinking to determine a wide range of both intellectual and practical relationships. Ability to exercise judgment and make decisions to serve as guides and general directives for an entire organization. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization. Is able to plan detailed and complex programs and activities and implement same. Has the ability to assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems. Must be able to take the initiative to complete all the duties of the position without direct supervision. Has the ability to plan, organize and prioritize daily assignments/ work activities.

### **ADA Compliance**

**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies.

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**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability. Need good reflexes as well as coordination and judgement for field inspections and studies.

**Environmental Factors:** Office tasks are regularly performed without exposure to adverse environmental conditions. Some field related activities may require temporary and periodic exposure to adverse environmental conditions.

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

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Deputy City Manager

03/28/2023  
Date