

# BAL HARBOUR

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PARKS AND PUBLIC SPACES DEPARTMENT

## Utility Compliance Coordinator

### Salary Commensurate with Experience

#### Nature of Work:

This position performs professional and administrative work to oversee the Village regulatory compliance with all aspects of the utility operation activities in support of the Parks and Public Spaces Director

#### Illustrative Examples of Essential Duties:

- Compile and transmit reports and other activities as required to ensure Village compliance with all rules and regulations as mandated by all applicable regulatory agencies related to the Village Utility operations.
- Assist the Parks and Public Spaces Director with the development and the implementation of goals, objectives, policies, procedures and work standards for the Department as related to the activities of the Village Utility System.
- Assist the Parks and Public Spaces Director to assess and conduct personnel training needs related to the Village Utility in order to plan, organize, and implement appropriate training programs.
- Assist the Parks and Public Spaces Director, with work related to the operations of the Parks and Public Spaces Department Utilities Section; including technical assistance in the preparation of Village Council, Village Committee and other Village Board committee and agency reports and such other technical documents as deemed necessary by the Director.
- Provide technical expertise in the procurement of goods and services related to the Village Utility as required.
- Assist the Parks and Public Spaces Director with coordinating the activities of the Village Utility with other agencies.
- Assist the Parks and Public Spaces Director in the annual preparation of the Water and Sewer funds budget request.
- Performs related work as required

#### Minimum Requirements:

- Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Public Administration, Construction Management or other related fields.
- 10 yrs. of progressive supervisory experience in construction, repair, operation, and maintenance of water and/or sewer systems pipeline construction, sanitation and/or maintenance operation. 6 yrs. must be working as a supervisor.

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- Extensive knowledge of the principles, practices, and equipment used in sewer and water system construction, repair, maintenance.
- Possession of a valid driver's license issued by the State of Florida for the type of vehicle or equipment operated with an acceptable driving record.
- Additional training and/or certification in the areas of water, wastewater, and storm water

## Knowledge, Skills and Abilities:

- Knowledge of the principles, practices, and equipment used in wastewater, water system, and storm water construction, repair, and maintenance
- Knowledge of civil engineering principles as applied to wastewater, water, and storm water system operations
- Knowledge of pertinent federal, state, and local laws, codes and regulations  
Knowledge of the occupational hazards of the work and necessary safety precautions  
Skilled in establishing cooperative and productive working relationships
- Skilled in setting priorities for competing projects
- Ability to establish and maintain effective working relationships with Village officials, private contractors, and the general public
- Ability to analyze information from a variety of sources, assess situations, use sound judgment in drawing valid conclusions, and take appropriate actions in situations involving the health and safety of citizens.
- Ability to prepare budgets and monitor expenditures
- Ability to prepare and maintain accurate, detailed records
- Ability to analyze and assess programs, methods, and operational needs and make appropriate adjustments
- Ability to demonstrate an awareness and appreciation of the cultural diversity in the community
- Ability to communicate effectively, both verbally and in writing.
- Specific skill-based competencies required to perform the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; developing policies and procedures; and preparing and maintaining accurate records.

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## Physical Requirements:

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, computers and fax machine.

## Supervision Received:

- General and specific assignments are received from and reviewed by the Parks & Public Spaces Department Director.
- Duties are performed with independence requiring the exercise of discretion, sound judgment and initiative.
- Work is reviewed for compliance with generally accepted management principles, established departmental policies and standards, and through conversation, observation, analysis of reports, recommendations and results achieved.

## Supervision Exercised:

Supervision is exercised through various levels of contract service providers and clerical employees with assigned