

OKEECHOBEE UTILITY AUTHORITY

ASSISTANT EXECUTIVE DIRECTOR

JOB DESCRIPTION

GENERAL DEFINITION OF WORK

Performs complex professional and administrative work directing and supervising the utility services of the OUA; does related work as required under the guidance and direction of the Executive Director.

Reports directly to the Executive Director; Supervision is exercised over all other personnel.

TYPICAL TASKS

GENERAL

1. Assists in planning, supervising and directing the operations of the utility systems in the OUA;
2. Monitors projects, reviews payment documents, and prepares project reports;
3. Involved in all personnel and related activities and demonstrate the ability to evaluate existing personnel or the hire of new personnel and to develop and assist in organizational restructure if needed;
4. Assists in the preparation of OUA agenda items and minutes;
5. Provides administrative and technical leadership in water and wastewater treatment, water distribution, wastewater collection, meter reading and billing;
6. Interprets, directs and enforces policies established by the Board;
7. Occasional travel for training and certification purposes may be required;

PURCHASING

8. Prepares, monitors, and reviews budget, purchase orders, and control documents;

CAPITAL PROJECTS

9. Serves as project director of capital projects;
10. Coordinates contractors and local, State, and Federal agencies;
11. Supervises preparation of technical specifications for equipment, parts and supplies;

GOVERNMENT LIAISON

12. Reviews citizen inquires, complaints, and service requests;
13. Researches and recommends adjustments to OUA operations, permitting and/or OUA policies with respect to governmental partners;
14. Meets with local governmental counterparts to further OUA polices and procedures while enhancing other agency policies & concerns;
15. Performs related tasks as required.

PERSONAL REQUIREMENTS

16. Must have developed language/literacy skills to the point to be able to: read and comprehend English (policy manuals, memos, letters, books, journals, rules and regulations, instructions, etc.) Must be able to write sentences, speak clearly and distinctly with appropriate pauses, emphasis and correct pronunciation.
17. Must have the ability to read, analyze and interpret the most complex documents;
18. Ability to respond effectively to the most sensitive inquiries or complaints;
19. Ability to work with mathematical concepts such as algebra and geometry;
20. Some knowledge of statutes and regulations governing utility practices;
21. Must be able to work independently on complex and confidential assignments.

HIRING THRESHOLDS

22. Graduation from an accredited college or university with a four (4) year degree in Science, Engineering, or similar disciplines;

23. Minimum ten (10) years progressively responsible experience in management of water and sewer utility functions;

24. Minimum five (5) years of management experience at an executive level;

25. Valid Florida Driver's License;

26. This is a drug free work place, and as a condition of employment, any applicant must pass a pre-employment drug screening and periodic random drug testing;

27. Applicants must have acceptable references and pass a background check;

The physical demands described herein are representative of those that are typically met by an employee to successfully perform functions of work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers, to handle or feel objects, tools or controls and to be able to reach with hands and arms, to talk and hear. The employee must occasionally bend, kneel, climb and be able to lift and/or move up to 30 lbs. Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus.

The Okeechobee Utility Authority is an equal opportunity employer.