



City of Edgewater

P.O. Box 100 • Edgewater, Florida 32132-0100

**Utilities Operations Division Manager
Position Available
May 5, 2025**

Position Title:	Utilities Operations Division Manager
Closing Date:	Open until filled
Annual Salary Range:	\$71,011.20 - \$119,745.60
General Summary:	Under limited supervision is responsible for assisting with the administration, coordination, implementation and management of the City's utilities divisions including water treatment, water distribution, wastewater collection, wastewater treatment, and reclaimed water distribution. Reports to the Director/Deputy Director of Public Works.
Description:	<p>Supervises assigned personnel which involves such duties as assisting with selecting and allocating employees, planning, reviewing and assigning work, training, maintaining standards, acting on employee problems, providing counseling/discipline, appraising performance, and recommending promotions, demotions, terminations and salary actions.</p> <p>Assists with the planning, directing and coordinating the administration of assigned departmental functions. Recommends new or revised activities through studies and reports.</p> <p>Reviews, coordinates and implements new or revised local, state or federal laws and regulations pertaining to assigned Public Works operations.</p> <p>Responsible for compliance with the City's safety program, pertaining to assigned departmental activities.</p> <p>Provides administration and direction to the Managers and Superintendents in the assigned divisions. In the event of an absence of a Manager or Superintendent in the assigned divisions, manages the daily operations pertaining to such divisions.</p> <p>Supervises special projects of the assigned divisions, City programs and work activities of assigned areas, and ensures compliance with City Ordinances, policies, rules and regulations.</p> <p>Assists with preparation of annual budget for assigned divisions to submit to the Director of Public Works. Monitors those divisions budgets and adjusts operations accordingly.</p> <p>Recommends updates to Department's Capital Improvement Plan. Implements funded capital projects and assists with developing, estimating, and selecting new capital projects for inclusion in the 5-year plan.</p> <p>Serves as Project Manager on a variety of City capital construction projects. Assists with development of plans, contract documents, solicitation packages, associated permits (and compliance thereof), application for and administration of grants or other special funding sources.</p> <p>Assists City Engineer in reviewing site plans for compliance and best practices involving water, wastewater, lift stations, and reclaimed water infrastructure.</p> <p>Assists with response to customer complaints/concerns.</p> <p>Works in conjunction with all City departments regarding various activities/functions.</p> <p>Prepares, reviews and/or maintains various types of documents and utilizes/operates and maintains various types of equipment as required</p> <p>Foster positive employee relations and employee morale on a City-wide basis</p> <p>May be required to return to work to assist with emergency management preparation, response and/or recovery activities</p> <p>Performs other related work as required</p>
Minimum Qualifications:	<p>Associate's degree required, Bachelor's degree preferred from an accredited college or university in public or business administration or related field</p> <p>Five (5) or more years' experience in municipal operations at the managerial/supervisory level required</p> <p>FDEP Drinking Water Treatment Plant Operator "A" OR Domestic Wastewater Treatment Plant Operator "A" license. (preferred)</p> <p>Professional Engineer (P.E.) or Engineer Intern (E.I.) registered in Florida. (preferred)</p> <p>Valid Florida driver's license. (required)</p> <p>Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities may be considered</p>
<p>Applications may be obtained from the Human Resources Department, or from our web site www.cityofedgewater.org Education documents must be submitted at time of application EOE/DFWP/VP</p>	

**Human Resources Department
104 North Riverside Drive
Edgewater, Florida 32132-0100
(386) 424-2400 • FAX (386) 424-2474**