



CITY OF BROOKSVILLE
JOB DESCRIPTION

POSITION TITLE: Utilities Operations Manager
DEPARTMENT: Public Works
DIVISION: Utilities and Water Plant
SUPERVISED BY: Department Director

JOB SUMMARY/OVERVIEW OF THE POSITION:

Provides leadership to Utilities Department personnel and supports the DPW Director in coordinating utility services programs and strategies. Ensures sustainable, high-quality, and cost-effective services while addressing operational and customer needs. Position requires work beyond normal business hours, including evenings and weekends, and responding to utility-related emergencies. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Leads in the operations and management of Administrative, Water, Wastewater, Regulatory, Environmental, and Technical Support Services.
- Develops, implements, reviews, and monitors project plans, goals, and priorities to meet strategic initiatives.
- Provides guidance for long- and short-range objectives, ensuring productivity, continuous improvement, and compliance with policies.
- Assists in budget development, monitoring, and financial management for assigned areas.
- Participates in long-range planning, capital improvement planning, water rights acquisitions, and regulatory compliance matters.
- Directs staff through delegation, supervision, and workload management; evaluates performance and recommends corrective actions.
- Provides leadership, technical guidance, and direction on utility development, operational strategies, design, and analysis.
- Serves as backup representative with boards, committees, City Council, and management team to ensure professional department representation.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to organize, direct, and coordinate personnel and volunteers.
- Skilled in diplomacy and tact when interacting with the public, elected officials, citizen boards, co-workers, and subordinates.
- Strong verbal and written communication skills for small and large groups.
- Knowledge of current business management practices and trends.
- Ability to implement cost-effective programs to improve operational efficiency.
- Strong multi-tasking skills and ability to prioritize simultaneous projects.
- Leadership skills to effectively manage a team of skilled personnel.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (70) lbs.

EDUCATION, TRAINING AND EXPERIENCE:

- Minimum of five (5) years of progressively responsible experience in Utilities Management or Engineering, including at least two (2) years in a supervisory role.
- Bachelor’s degree in Civil Engineering, Environmental Engineering, or relevant field preferred.

Licenses, Certifications, or Registrations:

- Valid Florida driver’s license and insurable by the City’s insurance carrier.
- CDL preferred.
- Florida Level 3 Water Distribution License and Wastewater Collections C required upon hire.
- Confined Space and Trenching & Shoring certifications required within one year of hire.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Exempt

PAY GRADE: SEE CURRENT PAY GRADE SCALE