

DUNES COMMUNITY DEVELOPMENT DISTRICT

JOB DESCRIPTION

Job Title: **Utilities Manager**

Reports to: District Manager

Date: January 01, 2026

FLSA Classification: Exempt

JOB SUMMARY

Responsible for directing all functions and activities of the Utilities Division including water, wastewater, reclaimed irrigation and stormwater management systems. Supervise the installation, operation, maintenance and preservation of all the District's utility facilities and equipment. Coordinate with the District Manager, residents, developers, staff, contractors, local governmental and regulatory agencies to ensure proper administration and operation of the District's utilities.

ESSENTIAL JOB FUNCTIONS

1. Communicate with residents, developers, vendors and others regarding the District's utility issues, policies and procedures on an as needed basis.
2. Submit monthly, quarterly, annual, and tri-annual reports to FDEP, SJRWMD, EPA, RCRA, SERC as well as other state and federal agencies as required. Reporting includes but is not limited to all treatment plant, distribution, collection, and stormwater systems along with fuel and hazardous chemical storage systems.
3. Provide supervision of utility staff including water and wastewater treatment plant operators, supervisor of field operations, lake maintenance contractors and employees.
4. Provide monitoring, engineering review, permitting oversight, and inspection of all developer or contractor activities regarding installation of utility components including wastewater, water, irrigation and stormwater management systems.
5. Determine and collect all utility related capacity charges from developers and perform periodic annual audit of commercial accounts for rule compliance.
6. Coordinate the implementation of engineering and contractor contracts for the construction and maintenance of District-owned facilities.
7. Represent the District at all City, County and State Agency public hearings involving issues affecting the District's utility systems.
8. Review for approval of all proposed contracts, equipment and supply purchases that are within the Utility Director's level of authority.
9. Assist in developing and administering the District's annual utility budget, capital improvements plan and utility rate adjustments.
10. Prepare license agreements and easements as required for various District activities.

KNOWLEDGE, SKILLS AND ABILITIES

Technical:

- Extensive knowledge of water, wastewater, reclaimed irrigation and stormwater management systems as well as the maintenance and repair of their components.
- Ability to communicate effectively and deal tactfully with the public and fellow employees.

- Strong Project Management skills required
- Prepare accurate and complete reports in a timely manner.
- Ability to work with P.C. based computer programs for accounting and engineering.
- Valid Florida driver's license.
- A valid Professional Engineer's License and/or a Water or Wastewater Plant Operator's License preferred.

Physical:

- Ability to stand and walk as needed throughout the day.
- Ability to lift moderate weights (up to 30 pounds), bend, stoop and reach throughout the day.
- Close concentration, visual attention and need for manual dexterity.
- Non-sensitivity to dust, pollen, vehicle exhaust and climate change from outside activities.

CONDITIONS OF EMPLOYMENT

- Ability to qualify for a fidelity bond.
- Willingness to work weekends or holidays and to report for duty or work additional hours whenever other emergencies arise.
- Employees are required to work in a drug-free and smoke-free workplace.

QUALIFICATIONS

- Bachelor's degree in engineering, environmental sciences or related field.
- Previous utility management experience.
- Specific experience should include:
 - a. Detailed working knowledge of the operation of water and irrigation distribution systems, water and wastewater treatment facility and stormwater management systems.
 - b. Data processing (PC based) systems, including customer-billing systems.
 - c. Working in or with a governmental entity.

NOTE

The statements contained in this job description reflect general duties as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences. Please be aware that this job description is subject to change at any time due to the changes in technology or departmental procedures. This position requires a candidate who is flexible and open to change.

ACKNOWLEDGEMENT

I acknowledge that I have received the Utility Manager's Job Description. I have read and understand the job's objectives; essential and other functions, minimum requirements, performance standards and working conditions outlined in the Job Description and agree to conform to them.

Employee's Signature

Supervisor's Signature

Date

Date