

PUBLIC UTILITIES DIRECTOR

Position Code:

WC Code:

FLSA Status: Exempt

Pay Grade: 361 (\$64,585 - \$101,008)

Location: Public Services

Approval Date: 2011

General Statement of Duties

A position in this class performs difficult professional and managerial work planning, organizing and directing the operations, maintenance, and analysis of wastewater treatment plant, water treatment plants, and related laboratory facilities, distribution and collection system maintenance and repair, utility engineering services, and a wide scope of capital improvement projects.

Distinguishing Features of the Class

An employee in this class plans, organizes and directs the operations and maintenance of the water treatment plants, wastewater treatment plant, distribution and collections systems, pumping facilities, and related facilities and equipment. Work also includes responsibility for a wide variety of utility capital improvement projects including coordination of design, bidding, construction management, inspection, and acceptance for the Town. Work involves responsibility for department staffing, capital and operating budget development and administration, assistance with long range planning for facilities and system capacity and technical compliance needs, representing the Town in multiple regional and state issues, and insuring effective productivity of assigned personnel. Work involves considerable public contact, initiative and judgment. The employee may occasionally enter confined spaces and come in contact with other hazards. General administrative direction is received from the Executive Director for Public Services and Operations regarding matters of policy, budget, long range plans, personnel matters, and work priorities.

Duties and Responsibilities

Plans, organizes and directs the work of subordinate supervisors and employees engaged in plant operations, process control, laboratory analysis, distribution and collection system operations and maintenance, pumping stations, and preventive maintenance and repair.

Advises management and participates in planning for current and future capacity needs and plant and systems modifications for increased efficiency or regulatory compliance; manages the budgeting, design, construction, and inspection of a wide variety of capital projects for capacity, environmental compliance, service extension, etc.

Manages the hiring, promotion, training, discipline, evaluation, and other personnel actions and decisions for the department in consultation with the Executive Director for Public Services and Operations; plans and implements safety programs including training, procedures, and equipment as necessary.

Evaluates utility customer service policies and procedures, coordinates evaluation of fee structures; recommends improvements.

Plans and supervises contracted construction and maintenance projects; ensures proper inspection and adherence to plans and standards prior to City acceptance.

Establishes, maintains, and analyzes a variety of reports as required and as needed for effective management decision-making.

Oversees response to citizen complaints, service requests and other response; insures excellent customer service.

Requests resources as part of annual budget process; reviews and submits budget requests of subordinate supervisors; controls allocated resources once approved; participates in capital budgeting to construct and maintain utility infrastructures.

Participates in plan review; approves all plans and specifications regarding utility systems.

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of water and wastewater treatment, distribution and collection transmission lines, pumping stations, metering, and other utility systems appurtenances.

Thorough knowledge of the local, state, and federal laws and regulations relating to water and wastewater treatment, distribution and collection.

Thorough knowledge of the City budget, purchasing, and personnel policies and practices.

Thorough knowledge of effective management practices including staffing, motivation, communications, delegation, discipline, performance review, and other practices.
Considerable knowledge of the application of GIS to the work of the department.

Working knowledge of engineering principles and their application to utilities construction and maintenance.

Working knowledge of mechanical, electrical, and electronic trades as applied to wastewater treatment facilities and equipment maintenance and repair.

Ability to provide leadership to a large staff in multiple locations providing around the clock services.

Ability to analyze information and make effective decisions.

Ability to establish and maintain effective working relationships with City official, industrial officials, regulatory officials, contractors, other employees, and the general public.

Ability to prepare, present and interpret complex records and reports.

Physical Requirements

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching standing, walking, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently or constantly to move objects.

Must possess visual acuity necessary to inspect schematic drawings, prepare and analyze figures and data, perform extensive reading, and operate a computer terminal.

Minimum Education and Experience

Graduation from an accredited college or university with a degree in business or public administration, environmental sciences, civil engineering, chemistry, or related field and extensive experience managing water and/or wastewater treatment or distribution and collection systems; or an equivalent combination of education and experience. A Masters Degree in a related field and Professional Engineering certification is preferred.

Special Requirement

May require certification for wastewater treatment, water treatment, or distribution or collections systems operations by the State of North Carolina or the ability to obtain within two years.

Possession of a valid North Carolina driver's license.