

UTILITIES MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

Under general administrative direction, this position will direct, manage, and supervise operations and professional staff assigned to the water, sewer, stormwater and solid waste utilities (Utilities Section) under the Department of Public Works. This position will also coordinate the budget, long-range planning activities, and be responsible for the regulatory compliance of the Section. This position, in coordination with other departments, develops, implements, oversees, and reviews plans and programs associated with the City's utility systems. This position will research, develop, implement and audit the necessary requirements, goals, plans and projects associated with the City's utilities programs. This position will also provide technical advice, provide policy evaluation, legal standards and ordinance review, preparation and coordination of capital improvement programs, preparation of budget and reports, and provide updates and presentations to Council. The Utilities Manager reports directly to the Public Works Director and may, at the Director's discretion, assume overall management of the Department when the Director is absent.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Manage the operation and personnel of the City owned and operated utility systems in a manner that ensures its safe and efficient operation while providing high levels of service.

Manage the City's utility systems in full compliance with all applicable federal, state and local regulations. Coordinate with other departments and City staff as required to maintain compliance. Examples of permits includes the City's National Pollutant Discharge Elimination System (NPDES) permit for Sewer, NPDES Phase II permit for stormwater, and maintaining a "Green" status for the water system through the Washington State Department of Health.

Research, develop and implement policies, procedures, and projects for all utilities.

Provide comprehensive planning, which may include review and evaluation of ordinances, utility franchises, service-area boundaries, services agreements, and completion of system wide utility planning documents.

Review and track public and private projects for compliance with established standards.

Direct and assist in the preparation of grant applications, loan applications, permits, and capital improvement plans for long term capital and department budgets. Assist with preparation and oversee development of utility rate studies, including coordination with Public Works Director and Finance Director.

Assist and prepare budgets for the individual systems and assure that expenditures remain within the allocated and available funds for each system and program.

Develop, establish, and audit procedures for operating under emergency conditions.

Respond, address and investigate citizen's complaints.

Coordinate and assure economically feasible and adequate distribution of equipment, personnel and materials through the Section's projects.

Attain a capable work force for projects by adequately planning staffing needs and by developing employee's skills and knowledge through adequate and timely training.

Plan, direct, coordinate and review the work plan for staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems; and implement discipline and termination procedures as required.

Attend and participate in department meetings. Organize and conduct regular Section staff meetings. Attend and participate in Department Head Team Meetings in the absence of the Public Works Director as assigned.

Coordinate and attend training seminars, conferences and others to ensure up-to-date and modern skills and knowledge, and relevant legal issues that pertain to the proper execution of the duties and responsibilities of this position.

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required and assigned by the Public Works Director.

QUALIFICATIONS

Knowledge of:

Operations, services, regulatory requirements and activities of each of the City's utility programs.

Principles and practices of professional engineering, project management, and engineering plan review.

Principles and practices of program development and administration, including budget development and tracking and rate setting.

Methods and techniques used in the design and construction of water, sewer, storm drainage, streets and parks facilities.

Methods and techniques of contract negotiation and administration.

Principles of business letter writing and basic report preparation.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of the City's utilities.

Oversee, direct and coordinate assigned staff.

Select, supervise, train and evaluate staff.

Participate in the development and administration of division goals, objectives and procedures.

Prepare and administer large program budgets.

Prepare clear and concise administrative and financial reports.

Communicate clearly, concisely and effectively both orally and in writing. Make effective presentations to single and large group audiences, and to diverse audiences.

Oversee and organize capital improvement projects.

Prepare and implement long range plans for the City's utilities.

Read and interpret plans, specifications and drawings to ensure compliance with applicable standards.

Negotiate and administer various contracts and agreements.

Perform complex mathematical calculations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

Respond to requests and inquiries from the general public.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field.

Experience:

Five years of increasingly responsible experience in the areas of water, sewer, stormwater, wastewater or a related field, and construction management as they apply to this position.

At least three full years of public works related administrative, management and supervisory responsibility.

License or Certificate:

Active registration as a Professional Engineer in the state of Washington or ability to obtain a license through reciprocity within six months of employment

Valid Driver's license

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Office environment.

Mobility: Sitting for prolonged periods of time. Tolerate prolonged computer related exposure. Ability to sit/stand at a workstation for long periods of time

Vision: Visual acuity to read and interpret drawings, plans and specifications.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.