

DIRECTOR OF PUBLIC UTILITIES

Class Definition

Under general direction, plans, organizes and directs the activities of the Department of Public Utilities.

Distinguishing Characteristics

The Director of Public Utilities directs the activities of the Public Utilities Department. The incumbent exercises considerable judgement and discretion in the administration and direction of the department and its operations. The Director of Public Utilities is responsible for the development and implementation of policies and procedures relating to the operation, maintenance, long-range planning, and fiscal management of the City's utilities including, water, wastewater and solid waste operations. This is an unclassified position in which the incumbent serves at the will of the City Manager.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect all Essential Functions for this class.)

Plans, directs, and reviews department functions, including water production, treatment and distribution, wastewater collection and treatment, and solid waste management.

Plans, directs and reviews construction, operation, and maintenance of the City's utilities.

Supervises the development and implementation of the capital improvement program and operating budget.

Develops and directs the implementation of department goals, objectives, policies and procedures.

Prepares, reviews, analyzes and administers the department's annual operating and capital budgets.

Acts as a technical advisor to the City Manager and City Council on department related matters.

Reviews plans, policy recommendations, budget estimates and proposed ordinances submitted by division heads.

Selects, supervises, coordinates, and reviews and evaluates the work of, subordinate managers.

Confers with the City Manager regarding current and anticipated City and department needs; prioritization of those needs, and feasibility of alternative approaches to meeting them.

Coordinates activities with other departments, divisions, outside agencies and various stakeholder groups.

Attends City Council, committee and board meetings.

Makes public presentations regarding City Utility Department programs and initiatives.

Performs related duties as required.

Knowledge, Abilities and Skills

Extensive knowledge of the principles, practices and procedures of civil engineering, water treatment and distribution systems, solid waste management and sewer maintenance.

Knowledge of laws and regulations, recent developments and issues, and current literature and sources of information associated with municipal utility operations.

Knowledge of methods, materials and techniques employed in the design, construction, operation and maintenance of water and wastewater systems.

Knowledge of principles of organization, administration, budget, and personnel management.

Ability to plan organize and direct the work of subordinate staff.

Ability to establish and maintain effective working relationships with City officials, subordinates and the public.

Ability to prepare clear, concise and comprehensive reports, records and other written materials.

Ability to communicate effectively in a wide range of public forums.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering, Public Administration, Environmental Science or closely related field; and five years of progressively responsible administrative experience overseeing large public utility or equivalent operations.

APPROVED: _____

Director

DATE: _____