



Utilities Director Utilities

UD/1

JOB SUMMARY

This position is responsible for planning, organizing, and directing the overall administration of the City of West Point Utilities Department.

MAJOR DUTIES

- Plans, organizes, and supervises the operation of the natural gas system, electrical system, water distribution system, and water and wastewater treatment plants.
- Consults with the City Manager to determine and prioritize equipment needs and department goals and objectives.
- Supervises the work of personnel involved in the operation and maintenance of the natural gas, electric, water distribution and water and wastewater treatment plants; coordinates personnel requirements during emergency situations.
- Ensures that city-operated utilities function in compliance with state and federal environmental regulations and safety guidelines.
- Recommends purchase of equipment and supplies needed for the work of the department, including assisting with the preparation of bid specifications and issuing purchase orders.
- Prepares various reports regarding services and department operations.
- Coordinates the work of the department with engineers, consultants, contractors, and other utilities.
- Responds to customer complaints or calls reporting utility problems; investigates and determines causes of problems; performs or schedules required repairs.
- Inspects the work of assigned personnel to ensure that work meets specifications and standards.
- Maintains maps and records of the location of underground utilities.
- Engineers and designs plans for gas lines, electric lines, and water lines; plans and implements new line installation and upgrades to existing facilities; obtains rights-of-way as required.
- Hires, fires, trains and evaluates the performance of department personnel; recommends merit increases.
- Assists in the preparation of the annual departmental budget and monitors expenditures under the current budget.
- Ensures water and wastewater treatment plant personnel, gas distribution personnel, water distribution and electric personnel are properly trained and certified.
- Ensures department activities comply with state and federal regulations.
- Maintains and approves employee time sheets, sick leave, and vacation requests.
- Assists employees in the field with repairs and maintenance work, including main and service installation, leak repair, corrosion repair, and customer service requests; operates heavy equipment as necessary.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of public administration.
- Knowledge of the techniques, equipment, and supplies used in public utilities construction, repair, and maintenance.
- Knowledge of gas distribution system construction, repair, and maintenance methods and practices.
- Knowledge of water/sewer systems construction, repair, and maintenance methods and practices.

- Knowledge of departmental and safety policies and procedures.
- Knowledge of federal and state laws and local ordinances relevant to departmental operations.
- Knowledge of the geography of the city, including road and street names and locations.
- Knowledge of city policies and procedures, including purchasing and budgeting procedures.
- Knowledge of the operation and preventive maintenance of a variety of equipment.
- Skill in budgeting and public financial management.
- Skill in supervision and management.
- Skill in developing and interpreting plans and specifications.
- Skill in reading and interpreting blueprints.
- Skill in the use of office equipment such as a computer, calculator, copier, and facsimile machine.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of departmental goals and objectives. The work is reviewed through conferences, reports, and observation of departmental operations.

GUIDELINES

Guidelines include relevant state and federal laws, city ordinances, policies and procedures, state and federal safety regulations, and departmental rules and regulations. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied planning, administrative, and supervisory duties.
- The purpose of this position is to manage and supervise the overall operation of the department. Successful performance helps ensure the effective and efficient operation of the department and affects the quality of life for city residents.

CONTACTS

- Contacts are typically with co-workers, vendors, suppliers, other city employees, contractors, elected officials, state and local government officials, and the general public.
- Contacts are typically to exchange information, motivate personnel, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, use tools or equipment requiring a high degree of dexterity, climb ladders, utilizes the sense of smell, and be able to distinguish between shades of colors.
- The work is typically performed in an office and outdoors, where the employee is exposed to machinery with moving parts, noise, dust, dirt, or grease. The work may require the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Water Distribution Supervisor (1), Electric Superintendent (1), Gas/Utility Protection Superintendent (1) and Water and Wastewater Treatment Superintendent (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.