



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Director of Utilities
Department: Utilities
Supervised By: General Manager
FLSA Status: Exempt
Revised as of: January 2015

JOB SUMMARY

To plan, organize, direct and review the operations, maintenance and service of the District's water and wastewater system, technical services, and fleet services; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.

SUPERVISION EXERCISED AND RECEIVED

Receives policy direction from the General Manager.

Exercises direct supervision over assigned management, supervisory, technical and administrative support personnel.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
- Direct, oversee and participate in the development of the Utilities Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Develop and administer the Utilities Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Coordinate the activities and communication of the department with other District departments, outside agencies and the public.
- Establish, interpret and enforce rules and procedures for operation, maintenance and safety.
- Research and prepare staff reports and other necessary correspondence including technical and administrative reports and studies.
- Conduct oversight of consultants and contractors.
- Respond and take charge in emergency situations affecting water and wastewater.
- Participate in District board meetings.

- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Undertake special projects and assignments as assigned by the General Manager.
- Follow and enforce rules and regulations.
- Perform short range and long range planning.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Water and wastewater system construction, operation and maintenance including related equipment.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations regarding water and wastewater operations.
- Emergency response procedures for water and wastewater industry.
- Occupational hazards and safety precautions of the work.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Modern office practices, methods and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Plan, direct and control the administration and operations of the Utilities Department.
- Develop and implement department policies and procedures.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; and lift or carry weight of 25 pounds or less.
- Gain cooperation through discussion and persuasion.

- Successfully develop, control and administer departmental budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply District and department policies, procedures, rules and regulations.
- Set safety and performance standards.
- Provide leadership.
- Supervise, train and evaluate assigned personnel.
- Operate and use modern office equipment including computers and applicable software..
- Understand and follow technical instructions and specifications in the operation of water and wastewater systems.
- Estimate time and costs of projects.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary 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 work in engineering or a science related field.

Experience: Six (6) years of progressively responsible experience in the operation and maintenance of water and wastewater systems, including three years of administrative and management responsibility.

2. Certification & Licensing Requirements:


- Possession of a valid T3 Water Treatment Plant Operator Certificate issued by the California State Department of Public Health or ability to obtain certificate within one year of appointment.
- Possession of a valid D3 Water Distribution Operator Certificate issued by the California State Department of Public Health or ability to obtain certificate within one year of appointment.
- Possession of a valid Grade IV Collection System Maintenance Certificate issued by the California Water Environment Association or ability to obtain certificate within one year of appointment.
- Possession of appropriate and valid driver's license and driving record that complies with District policy.

WORKING CONDITIONS

Work is primarily performed in a typical temperature controlled office environment subject to typical office noise and conditions. Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work and the ability to travel. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: 01/15/2015

Classified by: 

Date: 01/15/2015

Approved by: 

Date: 01/15/2015