

Director of Utilities

Reports to: Director of Public Works

Department: Utilities

Position Control No.: 01-701

Exempt Non-Exempt
 Full Time Part-Time Seasonal

Department Head Approval: _____

Date: 6-4-10

JOB SUMMARY:

Under general direction of the Director of Public Works, administers the operations and management of the Utilities Department to include Water Distribution, Sewer Collection and the Wastewater Treatment Plant and does related work as required.

ESSENTIAL FUNCTIONS:

1. Directs and evaluates the activities of the department superintendents and supervisors, which includes planning, supervising, and coordinating the design, construction, and maintenance of water, sewer, and wastewater treatment plant.
2. Manages the scheduling of the most efficient use of manpower and equipment.
3. Reviews work in progress and upon completion at various work sites.
4. Advises subordinates on work methods, policies and materials.
5. Prepares estimates on construction jobs and related improvements.
6. Coordinates work of the divisions of the department.
7. Prepares and submits progress production and status reports as directed by the Director of Public Works.
8. Prepares annual reports and budgets.
9. Develops policies, procedures and long range plans for implementation within the department.
10. Works with engineering consultants to develop plans and specifications for utility related construction projects.
11. Directs selection, training and disciplining of personnel.
12. Prepares specifications and approves purchases of materials, supplies and equipment.
13. Effectively and courteously communicates with public and other employees by telephone and in writing and in person.
14. Develops special reports and makes presentations both orally and in person, in private or public meetings.
15. Sits for extended periods of time writing and reviewing reports, correspondence and compiling statistical data
16. Handles customer complaints, claims and lawsuits.

QUALIFICATIONS:

1. Bachelors degree in engineering preferred, accredited training courses in water and wastewater distribution, collection and maintenance.
2. Must possess a valid TCEQ Class "B" Water and Wastewater Operator License. A Class "A" Water and Wastewater Operator License is preferred plus five (5) years experience in the construction, operation and maintenance of water and sewer departments.
3. Three (3) years managerial experience including two years in a responsible administrative position.
4. Experience in planning, organizing, directing and controlling a large staff in complex and technical aspects of specific operational tasks.

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5. Skilled in public presentations, coordination and negotiations.
6. Must possess a valid Texas Class "C" Driver License and compliance with the City of Texas City policy on driving.

PHYSICAL REQUIREMENTS:

1. Must be able to lift 50 pound boxes.
2. Must be able to sit for extended periods of time.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you cable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date