

Job Description: Director of Utilities

EEOC CATEGORY: Official/Administrator

PAY GROUP: 33

FLSA: Exempt

SUMMARY OF POSITION:

Plans, coordinates, manages, and directs the operations and activities of the City's Utility Department consisting of the Water / Wastewater and Electric Utility. Responsible for the operation, maintenance, regulatory compliance, and development of multiple city utility systems, plans for and facilitates the delivery of reliable, sustainable, affordable, and high-quality water, wastewater, and electric service to the community. Develops and administers departmental plans, policies, and programs. Negotiates and administers contracts, departmental budgets, and programs.

Serves as a member of the City's executive leadership team and will also actively support the Assistant City Manager through participation in employee engagement activities, community events and after-hours social and work-related activities. May serve on a variety of Boards and Committees.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Assistant City Manager.
2. Directs: Manager – Electric Utility, Manager – Water / Wastewater Maintenance, Manager – Water Treatment, Manager – Wastewater Treatment, Senior Utility Engineer, and the Utilities Capital Projects and Administrative Assistant.
3. Other: Works with the City Manager, Assistant City Manager, departmental employees, other department heads, other utility companies, the public, and the Mayor / Council.

EXAMPLES OF WORK:

Essential Duties*

Manages the facilities, equipment, personnel, budget, and operations of the Seguin Utilities Department which includes, Electric department, Water/Sewer Maintenance department, Water Treatment Plant, and the Wastewater Treatment Plant;

Provides for maintenance of the Utility Warehouse and grounds, Electric, Water, and Wastewater grounds, and associated vehicles / equipment;

May oversee contractors performing maintenance service in selected departments;

Oversee the purchases of utility supplies, equipment, materials, tools, and vehicles;

Oversees substation maintenance and operations, including monitoring power factor and loading conditions; circuit switching, installation and maintenance of metering equipment;

Attends Council Meeting on a regular basis and presents materials to Council as needed;

Oversees the training program of all departmental employees;

Participates in interviews, makes decisions on hiring, promoting, and discipline of employees;

Mentors, trains, sets performance goals, and evaluates the performance of direct reports;

Prepares annual budget request to include but not limited to the operating budgets, capital improvement projects, and equipment for the Utility Department;

Works with different computer software programs, to include but not limited to, SCADA, AMI, voltage and amperage recording, Microsoft Office, agenda management type software, etc.;

Acts as project liaison with consultants, contractors, and other utility companies;

Must demonstrate sound judgement in operational decisions and effective conflict resolution skills;

May attend and conduct various meetings on customer relations, general operations, safety, etc.;

Conducts utility studies and analysis; projects the City's short- and long-term water and power supplies and demands;

Establishes rates for water, wastewater, and electric to include rate planning / forecasting, gas / electric contract rate negotiations based on load calculations, etc.;

Develops and administers the departmental budget, monitors, and authorizes expenditures;

Reviews and approves purchases and pay requests;

Monitors and oversees the Department's financial performance;

Allocates resources, reviews / assesses work performance levels, and ensures safety and quality of services.

Other Important Duties*

May work on special projects;

Observes all safety rules and procedures; and

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of: electric principles and theories, safety regulations, the National Electric Safety Code, system operations, and circuits, with the ability to comprehend system maps and understand electric diagrams; electric, hydraulic and mechanical principles, electronics, complex mathematical applications; day-to-day operation of electric system, including all aspects of survey, construction, specifications, maintenance, trouble shooting, load management, load projections of overhead and underground lines, customer charges, damaged poles, equipment charges, and PCB testing and disposal; and impacts of electric deregulations and other regulatory issues, NERC, ERCOT, and PUC Requirements. Demonstrated experience with machinery, water, and wastewater system operations, and equipment, distribution and collection systems and state and federal regulations for maintenance and construction of water systems.

Ability to:

- Provide leadership and management to the assigned departments through coaching, enabling, and facilitating employees working in a team environment;
- Read blueprints, charts, and graphs;
- Create a culture that is conducive to change and one that can recruit, train, develop, and motivate a skilled and talented workforce;
- Establish clear goals and objectives to create an organization that delivers excellent customer service through ethical leadership standards;
- Build constructive relationships by promoting effective partnerships with department peers, employees, citizens, and others;
- Prepare clear, complete, accurate, concise, and logical written and oral reports;
- Effectively manage multiple priorities, organize workload for self and others, and meet strict deadlines;
- Ensure compliance with all Federal, State, and Local regulatory requirements;
- Work in a team-based environment to achieve common goals;
- Communicate clearly and effectively, both orally and in writing;
- Exercise good judgment in structuring and organizing work and setting priorities, and readily readjusting priorities to respond to current and future needs.

Working knowledge of: construction practices, tools, and materials used in the water distribution, wastewater collection, electrical field and techniques and safety practices (including rubber-gloving) involved in the installation and maintenance of electric, water / wastewater distribution and collection, and water and wastewater treatment systems.

Ability to: delegate lead and motivate employees; document records effectively; communicate effectively, orally and in writing; establish and maintain effective working relationships with department heads and supervisory personnel; work courteously with the general public; convey knowledge of leadership and training to subordinates; and maintain Texas driver's license (applicable to job responsibilities) and good driving record.

Demonstrated Mental ability to: work under prolonged periods of stress due to hazardous environment and tolerate working at heights and confined places for prolonged periods of time.

Other: may manage toxic and/or hazardous materials or work in areas where such materials may be stored.

ACCEPTABLE EXPERIENCE AND TRAINING:

Bachelor's degree in engineering, science, or related field;

Ten (10) years progressively responsible experience in management in the electric power and water / wastewater utility industry with five (5) years in senior level management;

State of Texas Class C driver's license with an acceptable driving record.

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Must be able to maintain Cardiopulmonary Certification.

PREFERRED REQUIREMENTS:

Masters Degree in Public Administration;

Class "A" Water System Operator license from the Texas Commission on Environmental Quality, Wastewater "A" license from the Texas Commission on Environmental Quality.

CERTIFICATES AND LICENSES REQUIRED:

* for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not consider potential reasonable accommodations. Jul-09