



Department:	Public Works/Utilities
Bargaining Unit:	Executive Management
Salary Range:	X53
Last Revision:	April 2002

UTILITY MANAGER

DEFINITION

Under the direction of the Public Works Director/City Engineer the Utility Manager plans, manages, directs and coordinates the operation and maintenance activities of municipal utility systems which include water treatment and distribution, and wastewater collection and treatment activities. This position provides supervision over Public Works Utility Maintenance and Operation staff is the primary representative to the public and other agencies on municipal utility matters and performs other duties as necessary.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties include, but are not limited to, the following:

Plan, organize and direct the operations and activities of the municipal utilities maintenance and operation effort.

Provide operational administration of wastewater treatment plant, including on-going liaison with the California Water Quality Control Board.

Provide operational administration of water treatment plant and distribution system, including on-going liaison with the California Department of Health Services.

Assist in the development of goals and implement activities to attain goals, objectives, and administer City policies.

Assume responsibility for a variety of personnel actions including performance evaluations, and training. Recommend the selection, promotion and discipline of department employees.

Handle and resolve complaints from the public concerning departmental activities.

Prepare billings and estimates for repair and construction work performed by City forces.

Order supplies and services from suppliers.

Insure availability of back-up personnel for the maintenance of the City water delivery system.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Prepare preliminary budget for both operational and capital expenditures for the Utility Section of the Public Works Department.

Evaluate and make recommendations on appropriate levels of water and sewer fees and rates to ensure solvency of enterprise operations.

Direct long range planning of utility systems and accordingly program capital improvement projects.

Make recommendations for improvement and repair of water treatment plant, sanitary sewers, water conveyance system and waste-water plant operations.

Periodically inspect public utility system facilities for deficiencies, and recommend corrective action and priorities of work.

Direct the maintenance and repair of utility equipment, facility and instrumentation control, including the development of preventative maintenance schedules.

Direct the installation and maintenance of work safety measures.

Direct and oversee the operations and housekeeping of the utility sites and facilities.

Oversee the Utility Section training and safety programs.

Oversee the preparation of payroll reports and establishes work shifts to assure proper seven day per week operation.

Prepare formal work schedule for Utility Section employees. Prioritize the work schedule and assign personnel as necessary.

Prepare plans, diagrams, and specifications for maintenance projects.

Insure that an adequate inventory of materials, supplies, parts and equipment for the Utility Section work program is available at all times.

Interpret technical reports.

Review, inspect, and monitor compliance with the City Code relating to Utility Section operational activities.

Prioritize the functions of the Utility Section activities, makes appropriate recommendations in the operation of facilities, and implements necessary rules and procedures.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Materials, methods, tools and equipment used in construction, operation and maintenance of water treatment, SCADA and telemetry systems, water system repair and operation, sanitary sewer collection system, wastewater treatment, and the typical operations in maintaining and operating various pump stations and associated equipment.

Principles of management and supervision.

California Environmental Quality Act and procedures related to facility planning.

Safety principles and the ability to establish and implement safety programs in accordance with established or mandated procedures.

Basic engineering principles related to municipal utility maintenance, construction and operation functions.

Principles and techniques of project management.

Ability to:

Plan, organize, prioritize, assign and supervise the work of construction, operation and maintenance crews.

Work as team member with other operating divisions of the Public Works Department and City Departments.

Analyze Utility Sections=s operations and recommend improvements.

Read and interpret plans, specifications and diagrams used in the design and construction of water systems, water wells, sewerage lift stations, sewer design and necessary related items.

Establish and maintain a cooperative working relationship with those contacted in the normal course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Six years of increasingly responsible experience in municipal utility maintenance, construction and repair of water systems, sewer systems and other Public Works activities, three years of which were in an administrative or supervisory capacity.

Training:

Equivalent to an AA degree in Engineering or related field from an accredited college or university.

License or Certificate:

Possession of, a valid California driver=s license issued by the Department of Motor Vehicles.

Additional qualifications in the areas of water and sewer treatment operations in terms of certifications by the supervising state agencies is desirable and will be utilized in the selection process.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb and lift 50 lbs.; exposure to noise, outdoors, vibration, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: April 15, 2002