

UTILITIES MANAGER (AT-WILL)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

The incumbent shall be appointed “at-will” and exempt from classified services and serves at the pleasure of the City Council. This position will provide analysis and review of the activities and operations of the water/wastewater utilities within the Public Works Department and under a Public Private Partnership (P3); to coordinate review activities with other departments and outside agencies; and to perform a variety of duties relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Mayor and City Council. In the event of any differing or inconsistent direction to the incumbent, the Mayor shall provide direction that resolves any such differences or inconsistencies; and the incumbent shall implement the direction prescribed by the Mayor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Provide analysis and review of the services and activities of the Water and Wastewater Utility operations; ensure that all services and activities adhere to established City policies, procedures and contracts.
2. Participate in the development and implementation of goals, objectives, policies and priorities for each assigned area; provide review for compliance with policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; identify and deficiencies needing corrective action.
4. Review professional civil engineering designs for water and wastewater utility projects utilizing a variety of computer software programs; review detailed calculations and computations; review the adequacy and accuracy of computations, preliminary layouts and design work from field and survey data.
5. Exercises professional engineering judgment in accordance with currently accepted practice of civil engineering and appropriate laws and codes.
6. Participate and review the development of utility and operations budget.
7. Perform and/or review the required coordination activities with other departments and outside agencies and organizations.
8. Review water and wastewater plant and equipment maintenance schedules and repairs.
9. Review and assist in the development of long and short term plans for water production and distribution facilities and water management to meet the growing needs of the service area.
10. Ensure that federal and state regulations regarding water quality and wastewater discharge are met.
11. Provide staff assistance to the City Administrator and Director of Public Works as Directed by City Council; participate on a variety of boards, commissions and committees; prepare and present staff reports and other

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necessary correspondence.

12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of water and wastewater operations.
13. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
14. Assist with the preparation of federal and state grant and loan applications.
15. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a public works engineering program including water and wastewater utilities.
Methods and techniques of engineering project management.
Principles and practices of construction surveying.
Modern and complex principles and practices of engineering design and construction.
Principles and practices of civil engineering.
Principles and practices of project and construction management.
Principles of program management.
Principles and practices of contract administration.
Terminology, methods, practices and techniques used in technical civil engineering report preparation.
Principles and practices of budget preparation and control.
Principles of mathematics as applied to engineering work.
Recent developments, current literature and sources of information regarding civil, water and wastewater engineering.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Perform professional engineering review of a P3 water and wastewater engineering and construction program.
Review large and complex water and wastewater engineering projects.
Ensure project compliance with appropriate Federal, State and local rules, laws and regulations.
Review the status of construction projects and prepare progress reports.
Conduct or review comprehensive water and wastewater master planning studies and develop appropriate recommendations.
Perform technical research and solve complex engineering problems.
Prepare and maintain technical civil engineering records and prepare comprehensive reports.
Review technical data and prepare statistical and narrative reports from operations reports.
Provide review of civil engineering plans, designs, and specifications.
Exercise professional engineering judgment to achieve results consistent with objectives.
Interpret and explain City policies and procedures.
Prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Minimum requirements as a condition of hire:

Experience:

Five years of progressively responsible civil engineering experience.

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Training:

Bachelor's degree from an accredited college or university with major course work in civil engineering, public administration, or a related field.

Licenses and Certifications:

Desirable Special Requirement: Registration as a Professional Engineer in the State of California.
Possession of a State of California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; works with computers.

Physical Conditions:

Essential functions require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time and operating motorized vehicles.