

TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Director of Utilities
Department: Utilities
Supervised By: General Manager
FLSA Status: Exempt
Revised as of: May 2024

JOB SUMMARY

To plan, organize, direct and review the operations, maintenance, provision of service, and renewal of the District's water and wastewater systems 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 and to the Sewer and Water Committee as appointed by the District Board of Directors.

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.
- Provide staff assistance to the Sewer and Water Committee and to the General Manager; prepare and present staff reports and other necessary correspondence; attend monthly Sewer and Water Committee meetings; report to the General Manager and Board of Directors regarding Committee recommendations; attend District Board meetings.
- Direct, oversee and participate in the development of the Utilities Department's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Perform short range and long-range planning.
- Develop, supervise, 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 Department activities with those of other departments and outside agencies and organizations; organize, attend and/or conduct meetings as District representative at local, county, State and Federal levels.
- Follow, enforce, and ensure compliance with all pertinent federal, state, and local rules and regulations; establish, interpret, and enforce these rules and regulations through creation and execution of internal procedures for operation, maintenance, safety, and reporting.
- Prepare, and/or review, approve and submit all necessary regulatory and compliance reports pertinent to all federal, state, and local rules and regulations in areas assigned.
- Review, recommend and/or prepare periodic updates to the District's Sewer and Water Ordinances to ensure compliance with local, State and/or Federal regulations and industry best practices.
- Research and prepare staff reports and other necessary correspondence including technical and administrative reports and studies.
- Conduct oversight of consultants and contractors.
- Respond and lead staff in emergency situations affecting water and wastewater.
- Evaluate procedures, operations, and activities of assigned areas of responsibility and recommend and implement improvements and modifications; prepare various reports on operations and activities.
- 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 all other duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE

A successful candidate for this position must have possession the following knowledge:

- Principles and practices in water and wastewater system construction, operation, monitoring, and maintenance and technology related thereto (e.g., meters, cellular endpoints).
- Principles and practices for managing and operating systems and infrastructure similar to that of District.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules, and regulations regarding water, wastewater, and fleet 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 of budgeting preparation, monitoring, and analyzing.
- Principles of supervision, training, and performance evaluation.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Safe work practices.
- Principles and practices of customer service.

SKILLS

A successful candidate for this position must have the ability to do the following:

- Plan, direct, and control the administration and operations of the Utilities Department and assigned workgroups and responsibilities.
- Develop and implement 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.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control, and administer budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand, interpret, and apply District and Department policies, procedures, ordinances, rules, and regulations.
- Understand, interpret, and apply Federal, State, and local laws, codes, and regulations pertaining to water and sewer operations, maintenance, monitoring, and renewal.
- Set safety and performance standards.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Prioritize and exercise sound judgment within areas of responsibilities.
- Organize and prioritize a variety of tasks in an effective and timely manner for self and others.
- Lead, supervise, train, and evaluate assigned staff in an effective and positive manner.
- Act independently and make decisions conforming to District policies, procedures, standards, and ordinances.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.
- 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.

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:

- Successful completion of an ABET-accredited engineering program at a college or university with a Bachelor of Science degree in Civil Engineering or a closely related field.
- A master's degree with major course work in engineering, public administration, or a related field is desirable.

Experience:

- Six (6) years of progressively responsible professional experience in the operation and maintenance of water and wastewater systems and/or the design and construction of public utility infrastructure, including five (5) years of administrative and management responsibility preferably in the public sector.

2. Certification & Licensing:

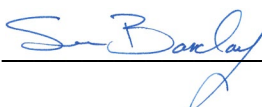
- Registration as a Professional Civil Engineer is highly desirable.
- Possession of a valid T3 Water Treatment Plant Operator Certificate issued by the California State Department of Public Health or ability to obtain certificate within three (3) years of appointment.
- Possession of a valid D3 Water Distribution Operator Certificate issued by the California State Department of Public Health or ability to obtain certificate within three (3) years 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. Occasional work or oversight may occur outdoors in typical environments and conditions present in the area. 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: May, 2024

Classified by: _____ Date: _____

Approved by:  _____ Date: May, 2024