

CITY OF BUSHNELL

JOB DESCRIPTION # 21

UTILITIES DIRECTOR

PAY GRADE 18

Minimum Midpoint Maximum
\$61,957.84 - \$82,094.14 - \$102,230.44

Exempt

DEPARTMENT: Utilities

GENERAL DESCRIPTION:

Highly responsible professional, technical, and administrative work directing the overall operation of the Treatment Plants, Water Distribution, Electric Distribution, Sewer Collection and Transmission Systems. Plans, organizes, and directs operations of the systems through subordinates. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS:

1. Directs employees in the transmission and distribution areas, and inspects work in progress.
2. Prepares operational and other written and verbal reports.
3. Coordinates work schedules between work orders, repair of mechanical failures, maintenance and operations.
4. Reviews and approves contracts, progress payments, purchase orders, and Accounts Payable slips.
5. Evaluates work performed by employees.
6. Reviews and controls departmental inventory, warehousing and purchasing.
7. Promotes safe operating conditions through training.
8. Reviews developer's agreements, permits and engineering plans.
9. Administers various programs for the City.
10. Review and approve drawings and specifications for all system additions.
11. Monitors the State and Federal requirements for water quality.
12. Plans and implements new procedures to provide a more efficient department.
13. Coordinates training and educational programs for employees.
14. Prepares annual budget for Utilities Department.
15. Insures operations are maintained within the approved budget.
16. Keeps City Manager apprised of project status and development.
17. Responds to Council meetings, Council directions, and City Manager's directions as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of Regulatory, Health, and Safety involved in all departmental operations. Knowledge of electric distribution practices and procedures. Knowledge and ability to apply these rules and assure precautionary measures are in place and adhered to. Ability to interpret laboratory data as it relates to various chemical processes. Ability to organize, establish priorities, and supervise technical employees and to assure high quality operations at all times. Adequately develops sound record keeping procedures, and to prepare accurate records. Ability to understand complex directions and to follow complex prints and sketches. Prepare or present reports written or orally in a professional manner. Ability to communicate effectively in writing and orally.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four- (4) Year College or university with a Bachelor's Degree in Electrical, Engineering or related field. Ten (10) years practical and supervisory experience in the operation and maintenance of mechanical, electrical, and chemical feed systems associated with efficiently operated treatment plants and distribution systems.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LINCENSES, CERTIFICATIONS OR REGISTRATIONS:

None

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without correction).
Ability to communicate both orally and in writing.
Heavy (45 pounds and over) carrying.
Depth perception.
Walking, standing, bending.
Distinguish colors.
Smelling, tasting.
Driving.

ENVIRONMENTAL CONDITIONS:

Works inside.

Works outside in various weather conditions with: noise, dust, fumes, gases, chemicals, solvents, grease or oils, electrical energy, slippery surfaces, uneven surfaces, in or with moving objects, odors.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)