

TOWN OF RICHLANDS JOB DESCRIPTION

Department: Electrical, Water & Sewer (Facility & Distribution)

Job Title: Director of Utilities

Reports to: Town Manager

Classification: Salary; Overtime Exempt

BRIEF DESCRIPTION:

The purpose of this position is to manage and provide direct leadership to the Town's Utilities departments consisting of Electric, Water, and Wastewater Departments involving the operation of departments per construction and maintenance in functioning accordingly based on standards, laws, and codes (Federal and State) for operations.

ESSENTIAL FUNCTIONS:

Holds the responsibility of oversight concerning maintenance, budgeting both operation and capital and implementing the repair and replacement of equipment, as needed. Must be familiar with state and federal regulations regarding public power distribution, water usage, sewage disposal, water/sewer distribution, and must be able to direct staff to comply with those regulations.

DUTIES:

As Director of Utilities, he/she oversees the day-to day operation of the electrical department, water & sewer lines department, and operations of water and wastewater facilities. Follows the federal and state guidelines and other codes that are specific to the said department/facility. Prepares an annual budget (Expenditures and Capital) for individual departments under Utilities and presents budget proposals to Town Manager and Town Council for final approval reflecting the needs for safe and non-violation operations that best serves the customers in the service area. Attend governmental/utility meetings, conferences, workshops, seminars, etc. that are related to responsibilities of the job staying current with all licenses needed to perform duties as director. Supervising personnel and discipling as necessary in accordance with the approved Personnel Handbook on file. Work well with other Municipals for the betterment of the trade serving the surrounding areas. Recommend policies and procedures for safe use of the public utilities and works to implement those plans.

MINIMUM EDUCATION, EXPERIENCE, AND LICENSES:

Bachelor's degree from a credited educational institution in engineering in conjunction with knowledge needed that may require different disciplines for the operations of electrical, water, and sewer facilities. A minimum of 10 years of work-related experience in the power distribution industry or any combination of education and experience may be considered as an equivalent to a bachelor's degree.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and experience in power, water, and sewer that involve construction, maintenance, and repair; knowledge of hazards of general labor work and routine safety precautions; ability to assign and supervise the work of others. Requires the ability to read a variety of reports, contracts, records, and forms. Requires the ability to prepare reports and correspondence; ability to utilize mathematical formulas; ability to inspect items using instruments intended for that purpose. Have the skills to prepare and operate within the departmental budget.

PHYSICAL STANDARDS:

Must have the physical ability to direct construction and maintenance projects, which could include assisting subordinates with work related issues that would include labor intensive work. Must be able to exert up to 50 lbs. of force occasionally and/or a necessary amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Work will involve sitting, walking, or standing for long periods of time.

BACKGROUND INVESTIGATION AND PRE-EMPLOYMENT REQUIREMENTS:

Applicant will be subjected to a pre-employment physical examination, drug screening and criminal background investigation.

WORK STANDARDS:

Normal place of employment will be the Town of Richlands. Travel and training should be expected that would require out of town trips.

WAGES:

Commensurate with experience and education