

HEWITT TEXAS

Job Title: Utilities Director
Department: Utilities
Location: Community Services
Reports to: City Manager
Date: 3/20/2018

Grade: 18	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
------------------	---	---

Job Summary: Under general administrative direction, the Utilities Director is responsible for planning, directing, and overseeing the activities and operations of the Utilities Department including the management of Utility Maintenance and Utility Billing. Provides highly responsible and complex administrative support to the City Manager.

Essential Functions: Direct the activities of the Utilities Department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/ or service offerings. Ensure compliance with federal, state, and local laws, regulations, codes, and/ or standards.

Oversee the administration, construction, renovation, replacement, preventive maintenance of water and wastewater systems and equipment. Plan and ensure long term feasibility, stability, and structure of system. Coordinate with other entities regarding the system.

Supervise staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary decisions or recommendations.

Verify completed assignments for quality assurance standards. Ensure that all rules and regulations are followed as per TCEQ. Ensure regulatory requirements and reporting deadlines to all federal and state agencies are met. Oversee the completion of the City's Annual Consumer Confidence Report.

Develop and implement short and long term plans to ensure utilities infrastructure meets community needs and provides quality of life. Respond to inquiries from customers, regulatory agencies, and members of the professional community. Respond

to, analyze, and resolve difficult inquiries. Ensure all safety and preventative practices are adhered to.

Lead the development and administration of the department budget. Attend City Council meetings and take necessary action regarding Council agenda items. Perform other related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Comprehensive knowledge of modern principles and practices of utilities administration. Skill in strategic and critical thinking. Ability to communicate clearly and effectively, both orally and in writing. Ability to delegate authority and responsibility.

Required Education, Experience, and Qualifications: Bachelor's degree in Environmental Science, Civil Engineering, Public Administration, or a related field. Eight (8) years of increasingly responsible experience relating to construction, repair and maintenance of water systems, or a related field, with four (4) years of supervisory experience. Or an equivalent combination of education and experience. TCEQ Class B Water License and Class II Wastewater License required.

Preferred Education, Experience, and Qualifications: N/A

Physical Requirements: Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Subject to standing, sitting, walking, climbing, bending, crawling, squatting, kneeling, and working in cramped and strained positions for long periods of time. Occasionally, lifting up to 50 pounds.

Machines, Tools, and Equipment: Computer, radio, telephone, vehicle, copier, and fax

Expected Hours of Work: Days and hours of work are Monday through Friday, 7 a.m. to 4 p.m. Occasional evening and weekend work may be required as job duties demand, including City Council meetings which are the 1st and 3rd Monday of every month.

Work Conditions/Environmental Factors: Primarily work in a climate controlled indoor environment. Occasionally work outside with exposure to inclement weather; water/wastewater; mechanical, electrical, chemical, and confined hazards; offensive fumes; and excessive noise.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Signature: _____ Date: _____