

# HEWITT TEXAS

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**Job Title:** Public Utilities Analyst

**Department:** Utilities

**Location:** Community Services

**Reports to:** Utilities Director

**Date:** 01/18/2019

<b>Grade:</b> 13	<b>Type of Position:</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<b>Classification:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<b>Safety Sensitive:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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**Job Summary:** Under the direction of the Utilities Director, provides a variety of analytical and internal audit functions for the Utilities Department which includes electric, natural gas, water and wastewater utilities to ensure operational and reporting compliance with various federal and state regulatory agencies.

**Essential Functions:** Perform a wide variety of research, administrative, and analytical duties in support of the Utility Division functions, operations, and program areas. Perform duties in support of various administrative operations and activities within assigned area of responsibility including analysis of utility billing activities, special projects, research studies, and other specialized functions. Prepare and submit numerous water audit reports to various agencies. Participate in the development and implementation of special projects. Maintain management databases and dashboards used in capturing critical information on key utility accounts, budget performance, capital project status, and water accountability. Serve as Water Conservation Coordinator and oversee Keep Hewitt Beautiful Program.

Serve as the backup for the Customer Service Specialist to include greeting customers at the front desk, answering the telephone, and assisting with customer inquiries as needed. Assist with escalated or more complex customer inquiries as needed. Follow written and oral instructions, departmental policies, rules, regulations, and laws. Maintain effective working relationships with others. Behave in a manner conducive to high morale. Express enthusiasm for work assignments, environment, personnel, and management. Perform other related duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Competencies:** Knowledge of Federal, State, and local news, regulations and ordinances, pertaining to public utility departments. Knowledge of utility system management principles, general management principles, and budgeting principles. Ability to analyze data. Ability to communicate effectively both verbally and in writing. Ability to perform basic and advanced mathematical calculations. Skilled in clerical accounting and accurate cash handling. Strong attention to detail while demonstrating accuracy and thoroughness. Ability to adapt to new situations and become familiar with various formats of data presentation. Skilled in critical thinking and problem solving. Ability to work on multiple projects simultaneously with frequent interruptions. Ability to prioritize while fulfilling responsibilities in an accurate and timely manner. Thorough understanding of the pertinent utility programs.

**Required Education, Experience, and Qualifications:** An Associate's degree from an accredited college with major course work in finance, accounting, public administration, business administration, economics, or a related field. Three years of increasingly responsible administrative, analytical and/or accounting experience in utility billing. Or an equivalent combination of education and experience. A valid Class C driver's license.

**Preferred Education, Experience, and Qualifications:** A Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration, business administration, economics, or a related field.

**Physical Requirements:**

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

<b>Sedentary</b> <input checked="" type="checkbox"/>	<b>Light</b> <input type="checkbox"/>	<b>Medium</b> <input type="checkbox"/>	<b>Heavy</b> <input type="checkbox"/>	<b>Very Heavy</b> <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.

Touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, and repetitive motions.

**Machines, Tools, and Equipment:** Microsoft Windows; Microsoft Word, Excel, Outlook, and PowerPoint; Modern office equipment to include computer, fax, calculator, copier, scanner, multi-line phone system, binding machine, postage machine; Utility Billing software and Laserfiche; MyGov Building/Permit software; multiple web programs: Online Utility Exchange; Texas Water Development Board; TCEQ; Neptune; Independent Bank; Dataprose Billing; 2 Turn It On; AQ2 Pilot Remote Check Deposit; and many more.

**Expected Hours of Work:** Hours of work are Monday through Friday, 8am to 5pm. May work additional hours as needed. Occasional evening and weekend work may be required as job duties demand, including regularly scheduled Parks and Beautiful and Keep Hewitt Beautiful Commission meetings.

**Work Conditions/Environmental Factors:** Generally works in a climate controlled indoor environment. May be exposed to dust and odor.

***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 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_