



# JOB DESCRIPTION

# Utilities Manager

## MINIMUM QUALIFICATIONS:

### Education and Experience:

Associate degree in water/wastewater operations or a closely related field and five years of experience, including two years of supervisory experience, in the construction, installation, operation, maintenance and repair of water distribution, water/wastewater treatment and collection systems or an equivalent combination of education, training and experience.

### Required Licenses or Certifications:

Water Distribution Operator certification ADEQ (Grade 3).

Water Treatment Operator certification ADEQ (Grade 2).

Possession of a valid driver's license.

### Required Knowledge of:

- Materials, practices and equipment used in water/wastewater system maintenance and repair activities.
- Construction methods, electronics, mechanics and hydraulics.
- Local, state and federal laws and regulations regarding utility operations.
- Principles and practices of administrative management.
- Principles and practices of project management.
- Principles and practices of effective employee supervision.
- Occupational hazards and safety precautions regarding equipment operations.
- Policies and regulations regarding work place safety.

### Required Ability to:

- Develop and maintain effective working relationships with Town staff, contractors, vendors, suppliers and the general public.
- Supervise and direct the work of subordinate staff.
- Apply accepted practices and principles of utility operations.
- Analyze and solve complex problems.
- Maintain written records.
- Read and interpret distribution system maps and as-built plans.
- Use various power and hand tools.
- Operate heavy motorized vehicles and equipment.
- Communicate effectively, both orally and in writing.

### Physical Demands / Work Environment:

- Work is performed primarily in an outdoor work environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. May be exposed to heavy equipment and machinery. May be exposed to extreme weather conditions. May be exposed to hazardous chemicals. May be exposed to infectious diseases. May be required to work in confined spaces. May be required to climb ladders to work at various heights.

*Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	7/2016	6/2016	Utilities Manager	27	Exempt	

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_