



## **UTILITIES MANAGER**

Department: **Public Works** Class Code: **32**  
Reports to: **Public Works Director/  
Town Engineer** FLSA Status: **Exempt**

**GENERAL PURPOSE:** Under limited supervision, provides supervision and direction to the utilities staff in the performance of work regarding water distribution, water treatment, wastewater collection, wastewater treatment and water reclamation operations.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises staff; develops, prioritizes, and assigns work; establishes work standards; evaluates work; conducts formal employee evaluations; ensures all work conforms to local, state and federal codes, regulations and requirements.
- Maintains database; discusses and resolves customer inquiries, issues, and complaints; assesses and reports on facility performance by recording performance data; maintains chemical inventories; monitors water quality, production and treatment.
- Prepares and administers the annual budget; approves purchases; monitors expenditures.
- Compiles, analyzes, prepares, and submits annual water quality, quantity and recharge data reports to State agencies; develops and monitors a comprehensive utility emergency operations plan; provides plan updates.
- Researches, assesses, and implements new technologies to improve productivity, performance and decrease costs.
- Monitors, operates, and performs maintenance to ensure the proper operation of the water distribution systems, including monitoring and adjusting the SCADA system operational set points and equipment; coordinates operations during emergencies; provides field service support to utility service crews regarding utility and pool facility operations.
- Participates in the development of projects; provides input on engineering design; monitor projects in progress; provides direction and assistance with construction and operations issues.
- Maintains the integrity, professionalism, values, and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors, and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

## 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).
- Wastewater Collection certification ADEQ (Grade 2)
- Wastewater Treatment certification ADEQ (Grade 3)
- 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 workplace 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 and collection systems 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	
		7/2019		28	Exempt	
		7/2023		32	Exempt	

APPROVED: Human Resources

DATE: 10/2023