



JOB TITLE:	Utilities Director	FLSA: Exempt
DEPARTMENT:	Public Works & Utilities	DATE: September 2023
REPORTS TO:	Mayor	

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

SUMMARY OF JOB PURPOSE:

This position is responsible for the overall operations and management of a comprehensive municipal utility system including water system treatment and distribution, wastewater collection and treatment, underground utilities transmission and distribution, solid waste collection and disposal systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains and reviews process data to ensure operation of treatment facilities meets state and federal discharge permit requirements.
- In addition to evaluating efficiencies, Supervises daily activities of Water and Wastewater Operators, Skilled Maintenance Workers, and Laborers.
- Oversees the daily operations of all water wells, including treatment, maintenance, pumping, and the consumption of water.
- Oversees the daily operations of sanitation and garbage collection.
- Oversees the daily operations of sewer treatment, pumping and disposal facilities.
- Controls the purchasing of materials and equipment necessary for utilities responsibilities.
- Oversee independent contractors performing work for the city.
- Develops specifications for a variety of utility related designs, construction, and maintenance projects; and recommends contract awards.
- Manages all personnel, including maintaining employee scheduling, time sheets and attendance records as necessary.
- Prepares reports, analyses, and recommendations for Utility projects.
- Ensures that water and wastewater systems are operated in compliance with City, State, and Federal laws.
- Possesses knowledge of safety principles and practices.
- Investigates and responds to complaints by the public regarding conditions of water, sewer, and sanitation.

- Takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel policy.
- Reviews plans submitted by independent contractors.
- Reviews plans and monitors developments related to utility matters and evaluates their impact on the city.
- Represents the City with other governmental agencies on a wide variety of issues pertaining to utilities.
- Prepares and files all mandated reporting to all federal, state, and local agencies.
- Maintains and prepares utility rate analysis on a yearly basis for budget.
- Knowledge and ability to read and design plans for all water, wastewater & engineering projects, including CAD and GIS.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

- Thorough knowledge of water and sewer system operation and maintenance, and garbage collections.
- Ability to read and interpret blueprints.
- Must be able to perform and/ or manage multiple tasks, projects, and priorities concurrently.
- Must be efficient, a self- starter, and independent worker, a detail person, and possess good work habits.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Eighty percent of work is performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors. Plant and field conditions include varying weather conditions, environmental hazards, street level noises, odors, and dust. Travel in all types of weather extremes to attend training, meetings or conferences, and various work sites; must be mobile and able to visit work sites, complainants and businesses within the Loxley area.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major course work in biology, chemistry, engineering, environmental services, or related field necessary.
- Five to seven years of progressively responsible management experience in water or wastewater plant or field operations.
- Possession of an Alabama Certified Operator Grade II Water certification.
- Possession of an Alabama Certified Operator Grade II Wastewater certification.
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Must possess and maintain a valid driver's license.