

**DIRECTOR OF MUNICIPAL UTILITIES**

**Revised 5/9/2016**

**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for administration of the Department of Municipal Utilities including planning, resource allocation, program evaluation, policy formation and budgeting. An incumbent plans, directs and controls the operational and maintenance activities of the Water Treatment, Wastewater Treatment, Energy Production and Hydropower Divisions within the Department. The work is performed in accordance with Federal, State and local laws and regulations. The work also is performed under the general direction of the City Manager with considerable freedom allowed for the use of independent judgment in carrying out the work. An incumbent exercises direct supervision over the Chief Water and Sanitation Treatment Plant Operators and indirect supervision over other subordinate Department of Municipal Utilities personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Plans, directs and controls all operations and maintenance within the divisions of the

Department of Municipal Utilities either directly or through the supervision of the

Chief Water Treatment Plant Operator;

Meets regularly with the Chief Water Treatment Plant Operator to plan, review and

coordinate Department work, assess staffing requirements, develop goals and

receive budget data;

Forecasts revenue and expenditures and prepares the Department budget and submits

same to City Manager for review and approval;

Reviews and approves all Department purchases above the purchase authority delegated

to either the Chief Water Treatment Plant Operator;

Performs water rate analysis and recommends rate structure to City Manager for

approval;

Prepares the capital improvement plan for all the divisions within the Department and

submits same to the City Manager for approval;

Interprets technical data relative to the operation of utilities and utilizing a personal computer, prepares and submits reports as required by Federal, State and local laws and regulations;

Meets regularly with the City Manager, City Council and Corporation Counsel to advise and/or report on municipal utilities operations and plan Department programs;

Evaluates the Department's staffing needs and interviews and recommends appointment of prospective employees to the City Manager;

Recommends policy and procedures changes to the City Manager for approval;

Evaluates and/or reviews work performance evaluations on all Department employees;

Meets with the public either individually or in groups to discuss municipal utilities concerns and/or projects;

Maintains a variety of records and creates a variety of written report utilizing a personal computer.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of municipal utilities operation and maintenance including the operation of a water treatment laboratory;

Thorough knowledge of the principles, practices and equipment required in the operation and maintenance of wastewater and water treatment plants;

Thorough knowledge of the materials and equipment used in municipal utilities operation and maintenance including the operation of a water treatment laboratory;

Thorough knowledge of Federal, State and local laws and regulations applicable to all City municipal utilities;

Thorough knowledge of modern principles and practices of supervision;

Good knowledge of the principles and practices of budget preparation and administration including the City's budget process;

Good knowledge of materials and equipment cost estimation;

Good knowledge of planning capital improvement projects;

Working knowledge of contract negotiations;

Ability to supervise the work of others;

Ability to read and work from blueprints, plans and technical drawings;

Ability to communicate effectively both orally and in writing;

Ability to form and maintain effective working relationships with others;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**    Either:

- (a) Graduation for a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in civil engineering, chemistry, biology, or other physical science and five (5) years of experience in the operation and maintenance of water, wastewater, or hydropower utilities, two (2) years of which involved planning, directing and controlling the work of subordinate employees; or
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in construction technology, engineering technology, chemical technology or

**DIRECTOR OF MUNICIPAL UTILITIES** – contd.

4

closely related field and nine (9) years of experience as stated in (a), two (2) years of which involved planning, directing and controlling the work of subordinate employees.

- (c) An equivalent combination of training and experience as defined by the limits of (a) or (b) above.