

# **CITY OF SAVANNAH JOB DESCRIPTION**

**JOB TITLE:** UTILITY DIRECTOR

**DEPARTMENT:** Utility Department

**CLASSIFICATION:** Exempt/Regular Full-Time Employee

**REPORTS TO:** City Manager

**PREPARATION DATE:** March 15, 1995

**REVISION DATE:** June 25, 2020

**DEFINITION:**

Employee in this class is under the general direction of the City Manager. Work performed in planning, organizing, and directing the overall activities of the water, wastewater and natural gas utilities and performing related work as required. Is responsible for ensuring that all activities of the Department are undertaken so as to comply with applicable Federal, State and Local Regulations.

**EQUIPMENT/JOB LOCATION:**

The employee will operate light duty vehicles, mobile radios, telephones, computers, calculators, fax machines, copiers, and other modern office equipment.

Employee will generally work in an office setting and, in addition, on a routine basis, will review operations and general work sites located within the City and County when necessary.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Plans, develops, coordinates, administers, and manages the departments providing water, wastewater, and natural gas services.

Responsible for all facets of the Utility Department which provide adequate, safe, and efficient water, wastewater, and natural gas services.

Studies and performs strategic planning, organizing, and coordinating of the activities of the water, wastewater and natural gas departments and makes recommendations and decisions affecting and designed to improve the economy, efficiency, and quality of same.

Prepares annual Utility Department Budget and five-year capital improvements program budget.

Responsible for acquisition of natural gas supplies and purchase of natural gas for present and future use.

Ensures efficient water and gas meter reading program and timely utility bill preparation and mailing.

Directs personnel. Performs managerial duties in accordance with department policies and applicable laws including interviewing, hiring, training employees; planning, assigning, and directing work; corrective action, performance counseling and problem resolution.

Assists in writing specifications, compiling cost estimates and recommendations to the City Manager.

Initiates and maintains contact with consultants and reviews their work for the Department.

Determines major departmental policies, plans long term programs, and makes administrative decisions concerning construction of capital projects, reading, and adjusting blueprints and outlining projects to conform to specifications.

Directs the keeping of records and supervises the preparation of necessary reports.

Develops, revises, and administers enterprise funds; monitors expenditures to ensure compliance within approved budgets; including the development and review of contractual specifications for bidding capital improvement projects and ensures the completion of said projects.

Reviews all purchase order (PO) requisitions for materials required to operate the water, wastewater and natural gas systems and revises annual bids used in the Department.

Responsible for inventory of all Department materials, equipment, and tools.

Administers annual utility employee evaluation program.

Directs and performs inspections of contract work, determines compliance, and recommends acceptance or non-acceptance of the work to the City Manager.

Assures that operations and procedures of the Department comply with Federal and State occupational health and safety regulations and maintains records on compliance with Federal, State and Local regulations.

Responsible for adherence to OSHA/TOSHA regulations.

Maintains satisfactory public relations through courteous, efficient, and prompt attention to complaints.

Responds to emergencies and after-hour calls when needed.

Attends local City Commission and Utility Board meetings in addition to attendance of meetings at other locations related to training and/or aspects of the position with professional organizations, State, or other local officials.

Performs other duties as may be directed by the City Manager.

## **REQUIRED KNOWLEDGE AND ABILITIES:**

Knowledge of modern management practices and techniques.

Knowledge of budget preparation and contract administration.

Knowledge of various water and gas meter reading systems and subsequent billing procedures.

Knowledge of construction and maintenance principles, practices, and supervision.

Knowledge of materials and equipment used in public utilities maintenance and construction work.

Knowledge of elementary principles and practices of civil engineering as it applies to construction and maintenance of water, wastewater, and natural gas utilities.

Knowledge of safety and OSHA/TOSHA regulations.

Knowledge of modern methods, materials and practices related to the operation, construction and maintenance of water treatment plant and distribution systems, wastewater treatment plant and collection systems and natural gas purchasing and distribution systems.

Knowledge of laws and regulations regarding employee health, safety, and employment practices.

Knowledge of Federal and State laws governing labor practices, building codes, and water, wastewater, and natural gas operations.

Intermediate computer skills in Microsoft Office Suite.

Ability to plan, organize, assign, supervise and inspect the work of subordinates.

Ability to maintain inventory control and administer appropriate purchasing policies and procedures.

Ability to implement innovative methods to provide more efficient and effective operations.

Ability to keep routine operational and personnel records and make reports.

Ability to express ideas and information clearly, concisely, and effectively in writing and verbally.

Ability to develop sound plans for the future development of public utilities systems and facilities in relation to community needs.

Ability to analyze and recommend utility fees, charges, bond measures and financing options.

Ability to establish and maintain an effective working relationship with the members of the public, consultants, accountants, City Commission, and other City employees.

Knowledge of equipment maintenance requirements.

Knowledge of all legal regulations regarding employee health and safety.

Knowledge of the construction and maintenance of utilities systems.

Knowledge of materials and equipment used.

Knowledge of effective and efficient methods and procedures.

Ability to plan, organize, assign, supervise and inspect the work of others.

Ability to establish and maintain an effective working relationship with the public and other employees.

Physical strength and agility to assist departmental employees with tasks and projects when necessary; ability to work in inclement weather, unpleasant conditions, and around various chemicals.

**QUALIFICATIONS:**

Any combination of training and experience equivalent to:

Graduation from an accredited four-year college including or supplemented by courses in engineering, business administration, management, or closely related field.

Experience in operations and maintenance of a utility system in a supervisory capacity.

Preferred certifications in Water Treatment, Water Distribution, Wastewater Treatment, Wastewater Collection and Natural Gas Operator Qualifications.

Must possess a valid Tennessee driver's license.

Must pass a pre-employment physical and pre-employment drug screening by a licensed physician.

**EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT:**

This job description reflects the general duties and responsibilities of this position and is not all-inclusive. The employee may be assigned other duties that are not specifically included.

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Employee Signature

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Date