



CITY OF PATASKALA

POSITION DESCRIPTION

POSITION TITLE:	Director of Utilities
STARTING PAY RATE:	\$84,239 annual salary
DEPARTMENT:	Utility Division
POSITION REPORTS TO:	City Administrator
NUMBER OF OPENINGS:	One (1)
FLSA STATUS:	Exempt
CIVIL SERVICE STATUS :	Unclassified
EMPLOYMENT TYPE:	Full-time

JOB DESCRIPTION:

General Purpose of Position

- Under the direction of the City Administrator, this position performs a variety of management activities in overseeing the operations of the city's utility operations, including: (1) the water treatment and distribution system; (2) wastewater collection and treatment system; and (3) the utility billing operations.
- Other duties as assigned.

ESSENTIAL FUNCTIONS:

Supervisory

- Oversees the total operation of the Department of Utility Services.
- Responsible for oversight of plant operator's reporting requirements to State and Federal Agencies, such as the Ohio Environmental Protection Agency (OEPA) regarding the operation of the Department of Utility Services.
- Plans and directs work of the Department of Utilities Services' staff, assigning the daily tasks and evaluating the end work product.
- Makes recommendations to the City Administrator on personnel issues, including employment and termination.
- Responsible for properly training and evaluating work.
- Maintains all appropriate safety standards.

- Meets with architects, engineers, vendors, regulatory officials and property owners in order to carry out job functions.
- Ensures that all construction plans that come before the City, that are related to utility services, comply with City requirements.
- Works independently on projects, as assigned by the City Administrator.
- Maintains departmental files for various projects and programs.

Purchasing

- Orders materials for all jobs as needed.
- Prepares requisitions for materials.
- Engages outside contractors for major or specialized work.

Coordination

- Coordinates Department of Utility Services with other Departments including the Police.
- Attends management meetings and Council meetings as required and as directed by the City Administrator.

Planning

- Develops long- and short-term plans for the department and assures that these goals are met.
- Establishes criteria for design and construction of projects to be built with the use of outside contractors.
- Establishes preventative maintenance program for department vehicles and equipment.

Budgeting

- Develops annual Department of Utility Services operating and capital improvements budget for submission to the City Administrator.
- Administer the Department of Utility Services within limits of approved budget.
- Makes written and oral reports on operations of the Department.

Public Relations

- Responsible for addressing resident complaints regarding service provided.

Other Duties

- Other related duties as required or assigned
- Performs a variety of semi-skilled tasks required to maintain and/or operate public facilities.

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

TRAINING AND EXPERIENCE

- High School diploma or GED equivalent plus ten (10) years increasingly responsible experience in a Utility Department or an Associate's Degree and five (5) years relevant experience or a BA/BS and three (3) years relevant experience.
- Minimum of 2 years supervisory experience within a water and/or wastewater system desired.
- Must have exceptional communications and interpersonal skills including excellent written and oral communications skills.
- Ability to effectively schedule, organize, and prioritize work assignments, projects tasks and activities.
- Must have ability to prepare reports;
- Knowledge and skills in the use of computer programs such as Microsoft Office and related programs. Proficiency and experience in Arc View GIS desired;
- Must have the ability to establish and maintain relationships with elected and other City officials, subordinate staff, fellow City employees and the general public.
- Must be able to understand and follow complex instructions and prepare reports.
- Ability to organize, implement and oversee multiple ongoing projects.
- Thorough knowledge of federal and state rules and regulations, Ohio Revised Code and City of Pataskala policies and procedures.

SPECIAL REQUIREMENTS

- Must be available to work during other than normal business hours.
- Must be willing to attend schools, training and workshops as appropriate to enhance job effectiveness.
- Must be capable of supervising other employees.
- May be required to obtain and maintain a valid CDL Class B or higher.
- Ability to prepare reports, memos, correspondence and other job-related documents using prescribed format, and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use independent judgement, common sense and principles of influence and rational systems in the performance of tasks.
- Ability to work under stressful conditions, respond promptly in urgent situations, and balance priorities within, and between, offices and departments.
- Ability to maintain personal composure, and tactfully handle difficult situations and interpret questions correctly, ability to behave in a friendly, empathetic and professional manner with co-workers, supervisors and the general public.
- Ability to advise and apply policies, procedures and standards to specific situations, and the ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to communicate effectively, both verbally and in writing, with developers, builders, homeowners, city personnel, and the general public.
- Water and Wastewater licenses and operator's certifications are not required, but would

enhance knowledge of the work associated with this position and are desirable.

PHYSICAL REQUIREMENTS NOT OBVIOUS FROM ESSENTIAL FUNCTIONS

- Must be able to perform heavy labor for extended periods of time in adverse weather conditions.

All resumes will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

Posted: October 7, 2018

The City of Pataskala is an equal opportunity employer