



CITY OF PATASKALA, OHIO JOB POSTING

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| POSITION TITLE: | Director of Utilities |
| STARTING ANNUAL SALARY: | \$92,943.65 |
| POSITION TERM: | Full-Time |
| DEPARTMENT: | Utilities |
| POSITION REPORTS TO: | City Administrator |
| NORMAL HOURS: | 8 am- 4 pm |
| FLSA STATUS: | Exempt |
| CIVIL SERVICE STATUS: | Unclassified |

JOB DESCRIPTION:

General Purpose of Position

Under the direction of the City Administrator, the Director of Utilities 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.

Essential Functions/Key Tasks

(1) Oversees the total operation of the Department of Utility Services; manages and supervises all assigned employees (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; recommends pay assignments; evaluates performance; receives grievances or employee complaints; approves and recommends the approval of leave requests; develops and modifies policies and procedures; transmits policy or procedure changes through established chains of communication; participates in personnel or labor relations activities; has access to other employees' personnel files; serves as a member of management's collective bargaining negotiating team; prepares or types documents to be used solely in collective bargaining; has unlimited access to financial data used in the payroll and benefit budgeting process; has access to financial data used in monitoring department revenue/income, etc.); responsible for properly training and evaluating work; maintains all appropriate safety standards.

(2) 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; maintains departmental files for various projects and programs. Works independently on projects, as assigned by the City Administrator.

(3) 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.

(4) Orders materials for all jobs as needed; prepares requisitions for materials; engages outside contractors for major or specialized work.

(5) 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.

(6) 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.

(7) Develops annual Department of Utility Services operating and capital improvements budget for submission to the City Administrator; administers the Department of Utility Services within limits of approved budget; makes written and oral reports on operations of the Department.

(8) Responsible for addressing resident complaints regarding service provided.

(9) Attends meetings and serves on committees, as directed; attends training, workshops, and seminars, as directed; maintains required licensure or certification, if any.

(10) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(11) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(12) Performs other duties as assigned.

(13) Must be available to work during other than normal business hours.

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

PERFORMANCE-RELATED JOB SKILLS

Knowledge / Skills / Abilities:

- Knowledge of budgeting
- Knowledge of City/department goals and objectives and policies and procedures
- Knowledge of workplace safety practices and procedures
- Knowledge of personnel rules and regulations
- Knowledge of supervisory principles and practices
- Knowledge of public relations
- Knowledge of government structure and process
- Knowledge of operation and maintenance of job-related vehicles, machinery, tools, and equipment

- Knowledge of general utilities layout
- Knowledge of electrical equipment and functioning; heavy equipment operation; treatment systems operation and maintenance
- Skill in word processing, computer operation and use of modern office equipment
- Ability to apply management principles to solve problems.
- Ability to exercise independent judgment and discretion.
- Ability to communicate effectively; prepare and deliver speeches and presentations; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints.
- Ability to travel to and gain access to work site.
- Ability to possess all relevant EPA certificates regarding treatment facilities.

TRAINING AND EXPERIENCE

Completion of secondary education or equivalent (high school diploma or GED), Associate's degree from an accredited college in a related field preferred; increasingly responsible experience in a Utility Department; minimum of two (2) years supervisory experience within a water and/or wastewater system preferred; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATIONS

Must possess and maintain a valid State of Ohio driver's license and must remain insurable under the City's vehicle insurance policy. May be required to obtain and maintain a valid CDL Class B or higher. Possession of Water and Wastewater licenses and operator's certifications preferred.

Equipment Operated:

The following are examples only and are not intended to be all inclusive: Calculator, computer, computer software (Microsoft Office, Word, Excel, and other applicable computer software programs), mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment, motor vehicle, skid loaders, dump trucks, generators, pumps, crane truck, backhoe, dewatering press.

PHYSICAL REQUIREMENTS NOT OBVIOUS FROM ESSENTIAL FUNCTIONS

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends stairs; is exposed to possible injury from extremely noisy conditions above 85db; is exposed to possible injury from radiation; has contact with potentially violent or emotionally distraught persons; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; regularly required to lift, carry, push or pull objects 20 lbs. or less. This is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Posted: 2/27/23.

All applications 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.

The City of Pataskala is an equal opportunity employer.