



Department:	Electric, Water, Wastewater
Supervisor:	Borough Manager
Prior Revision Date:	N/A
Last Revision Date:	New Job Description January, 2018
Revision Made By:	SG
Revision Reviewed & Approved by:	
Employment Status:	Department Head
Date Provided to Bargaining Unit	n/a

2/28/2018

Job Description

Utility Director

Definition

Plans, directs, and coordinates the activities of Water, Wastewater and Electric Utility Departments, including all construction, operations, personnel, and maintenance activities relating to the generation and distribution of electricity, the treatment and distribution of potable water, and the collection and treatment of wastewater.

Supervision Received

The Director reports to and takes direction from the Borough Manager.

Supervision Exercised

Manages the performance of all employees in the Water, Wastewater and Electric Departments.

Duties *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Responsible for the overall administration of all utility projects and facilities. This includes project documentation and compliance with the appropriate Borough policies, ordinances, and procedures.

Makes overall department personnel decisions regarding hiring, firing, and performance appraisal.

Coordinates where needed with utility operation and maintenance with consultants, federal and state officials, inter-connected municipal utility managers, and State of Alaska agencies.

Provides information, advice, and assistance to businesses, contractors, and citizens regarding service costs, availability, and utility plans.

Prepares and manages the capital, operations, and maintenance budgets with input from appropriate staff.

Works with any required resources to provide necessary guidance for design of future utility needs.

Presents utility requests, problems, and plans to the Borough Manager and Assembly.

Meets with various borough departments regarding projects, operating policies, and employee and public relations.

Performs other duties as assigned.

Distinguishing Characteristics

The work assigned to this position is distinguished from the work assigned to other positions in the generation classifications by the elements of responsibility for overall department administration and coordination of activities between all areas of the departments.

Working Conditions

Incumbent performs approximately 50% of duties in a seated position in an office environment. Minimal exposure to high voltage and electrical switchgear equipment and water and wastewater chemicals and conditions could result in physical injury.

Qualifications

Must have current Alaska Driver's License.

7-10 years of staff supervision and leadership experience for a minimum of 6-10 employees.

Experience as a manager or supervisor in a public utility environment in a decision-making role.

Any combination of experience and education which provides the applicant with the following attributes:

Knowledge of various public water, wastewater, and electric utilities operations, including experience with operational planning and budgeting, development of capital improvement plans, and rate setting in a municipal environment.

Knowledge of OSHA safety standards that apply to municipal utility operations and ability to implement and enforce applicable safety regulations.

Knowledge of energy and water efficiency programs; their development, implementation, and management.

Knowledge of performance management and cost savings efforts.

5-10 years of experience in a decision-making role for standard human resources practices; including hiring, terminations, and conflict resolution in a municipal organized labor environment.

Must possess excellent verbal and written communication skills.

Ability to establish and maintain effective working relationships with fellow employees, general public, and outside agencies; work cooperatively with supervisors and actively display willingness to assist co-workers and subordinates.

Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.

Employee

Supervisor

Date

Date