



Department:	Electric, Water, Wastewater
Supervisor:	Borough Manager
Prior Revision Date:	New 6/6/2017
Last Revision Date:	New Job Description
Revision Made By:	SG
Revision Reviewed & Approved by:	
Employment Status:	Department Head
Date Provided to Bargaining Unit	n/a

## **Job Description**

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### **Utility Director**

#### **Definition**

Plans, directs, and coordinates the activities of Water, Wastewater and Electric Utility Departments, including all construction, operations, personnel, and maintenance activities in these areas.

#### **Supervision Received**

The Superintendent 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 distinct 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.

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.

Arranges for completion of electrical inspections under the general guidance of the State Electrical Inspector.

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 department.

**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; 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 utility operations up to and including, water, wastewater, and electric utilities.

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.

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 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