



Utilities Manager

Department/Division:	Public Works/Utilities
Reports To:	Director of Public Works
Provides Direction To:	Water Supervisor, Wastewater and Electrical Supervisor, and assigned administrative support staff
FLSA Exemption Status:	Exempt
Employment Exemption Status:	At-Will
Date Prepared:	October 6, 2014
City Council Resolution #:	

GENERAL PURPOSE

Under administrative direction, plans and manages the activities and operations of the Utilities Division of the Public Works Department, including water, wastewater, storm water and metering services; administers contracts and major capital improvement projects; coordinates maintenance programs and services with other departments, agencies, contractors, and other parties; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Utilities Manager is distinguished from the Maintenance Supervisors by its broader scope of responsibility for all divisional maintenance operations, knowledge of maintenance construction and repair standards and practices, and accountability for coordinating maintenance projects, assignments, budgets, and service agreements for contractors and vendors. As compared with the Director of Public Works, the Utilities Manager does not have accountability for engineering and general maintenance services, or the same level of policy-making and budgetary authority.

ESSENTIAL FUNCTIONS

The duties listed below are intended only 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 class.

1. Plans, coordinates, and manages maintenance goals, schedules and services involving water, wastewater, storm water and metering services, either through the work of City staff or contractors, including the annual work plan.
2. Organizes, assigns, and coordinates maintenance projects with staff, other departments, utilities, and other agencies; and establishes and monitors the completion of work performed in conjunction with preventative maintenance schedules.

ESSENTIAL FUNCTIONS (continued)

3. Selects, trains, manages, motivates and evaluates public works field supervisory and professional and administrative support personnel; coordinates staff certification and training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
4. Develops standards of maintenance related to water production, distribution, testing, wastewater and discharge control, meter reading and collections, and related practices in consultation with the department director.
5. Prepares monthly and periodic reports for water production volume, treatment, and quality, storm water, and wastewater regulatory agencies pertaining to water quality, storm water discharges, and hazardous materials discharges, including the Storm Water Prevention Plan, and statutory records.
6. Establishes scope of work for contracted maintenance work, such as major waterworks equipment upgrade, construction and rehabilitation, and retrofitting to meet water and wastewater compliance standards; estimates and compares labor and material costs, and reviews actual proposals for services as part of the process of selecting and monitoring the work of contractors; administers invoices and agreements.
7. Evaluates the effectiveness of maintenance procedures, including the efficiency and quality of service delivery; consider methods to improve operational performance.
8. Coordinates maintenance services with contractors, utility companies, property owners and renters, and other departments.
9. Conducts periodic inspections of field operations and work records; works with supervisory personnel and staff to identify and implement improvements in work methods and services; ensures adherence to safe work practices by maintenance personnel, including the proper containment and handling of hazardous materials and storm water discharges.
10. Investigates and resolves public complaints related to water turbidity, clarity, taste, and meter readings and confers with department director regarding actions taken.
11. Administers the preparation of the divisional budget for maintenance services; monitors actual costs for conformance with projected expenditures and sources of variance.
12. Prepares staff reports, project summaries, and work order details for presentations to department director and executive management; completes a variety of activity reports and correspondence.
13. Coordinates emergency operations planning for division maintenance resources.

QUALIFICATIONS GUIDELINES

Knowledge of:

Principles, practices, and standards associated with the construction, maintenance and operation of municipal water treatment, distribution, and wastewater services and equipment; budgeting practices; California Public Health and Safety standards; Water Resources Control Board standards; Occupational Safety and Health Administration (OSHA) requirements governing safe workplace and work zone safety practices; federal, State, and local laws and regulations governing maintenance and construction standards; purchasing procedures and material costing techniques; equipment service specifications and maintenance standards; research methods and analysis techniques; principles of employee training, supervision, and evaluation; customer service practices.

Ability to:

Plan, coordinate, and manage public maintenance programs, contracts, and services; prepare clear, concise, and comprehensive reports, studies and correspondence; plan, select, train, supervise, evaluate, and discipline staff; estimate maintenance construction and repair costs; prepare and administer operating budgets; research, analyze, and evaluate new maintenance standards, technology, and procedures; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, contractors, vendors, utility companies, and public and private representatives; exercise tact in investigating and resolving public complaints and issues involving the contracting and delivery of field maintenance services; operate modern office equipment and computer hardware; use word processing and spreadsheet software applications programs.

Education/Training/Experience:

An Associates of Arts degree is preferable. Additional training, education, and certification in the building trades, maintenance technology, engineering, and operations management is highly desirable, including contracts administration. Seven years of experience in the operation and maintenance of public works facilities and services is required, including at least three years of supervisory and administrative experience.

Licenses, Certificates; Special Requirements:

Valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Possession of a Grade III (T3) Water Treatment Operator's Certificate issued by the State of California is required. Possession of a Grade IV (D4) Water Distribution Certificate issued by the California State Health Department is required.

Completion of coursework or training programs related to confined space entry, trenching, and hazardous materials training and certification is highly desirable.

Ability to work extended hours in order to oversee maintenance repairs and operations, including disaster response services.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms above and below shoulder level. The employee is required to frequently stand and walk, and occasionally sit while completing work methods and reports. The employee is occasionally expected to bend, stoop, squat, kneel, climb, and crawl in inspection areas and work sites, and occasionally lift and move objects weighing up to 50 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with interruptions; and interact effectively with staff, management, contractors, vendors, and others in the course of work.

ENVIRONMENTAL ELEMENTS

The employee constantly works outdoors and is subject to variable weather conditions and traffic, heat, dust, moisture and wetness as well as mechanical and electrical hazards, and applied chemicals. The employee is subject to loud construction noise in particular areas given the operation of power tools, compressors, and large-scale motorized equipment. The employee may work in vaults and underground storage chambers.