

**CITY OF SANDPOINT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>UTILITIES DIRECTOR</b>	<b>CLASS CODE:</b>	<b>301</b>
<b>SALARY RANGE:</b>	<b>\$78,332.80 – \$108,243.20</b>	<b>GRADE:</b>	<b>16</b>
<b>DIVISION:</b>	<b>UTILITY SERVICES</b>	<b>FLSA STATUS:</b>	<b>E</b>
<b>REPORTS TO:</b>	<b>IDS DIRECTOR</b>	<b>EEO-4 CODE:</b>	<b>02</b>
<b>SOC CODE:</b>	<b>11-1021.00</b>	<b>DATE:</b>	<b>6/21</b>

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**JOB SUMMARY:**

Plan, direct and coordinate utilities service group operations and programs; oversee and control all activities related to the City-owned, operated and maintained drinking water and wastewater utility, as well as contracted solid waste services. Duties and responsibilities include formulating policies and procedures, managing daily operations, and long-range planning and programming of public facilities. This position requires considerable exercise of independent judgment, judgment, discretion and initiative and a high degree of contact with city, county, state, and federal agencies; regional water and sewer districts/associations; engineering and construction firms; developers; attorneys; and elected officials. Work is performed under the general direction of the Infrastructure and Development Services (IDS) Director.

**SUPERVISION EXERCISED:**

The incumbent exercises full scope supervision over front-line supervisory and subordinate staff within the utilities services group.

**EXAMPLES OF DUTIES:** *This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:*

- Plan, direct, evaluate and modify utilities service group programs and operations related to City-owned and operated wastewater and drinking water utility, as well as contracted solid waste services.
  - Activities for the wastewater and drinking water utility include financial planning; rate-setting; billing and administration; regional system planning; wastewater collection and water distribution system operations; and wastewater and water treatment plant facility operations.
  - Activities for the contracted solid waste system include financial planning; rate-setting, billing and administration; and coordination of services with provider(s).
- Gather information and make recommendations to the IDS Director, City Administrator, elected officials, and concerning utility programs.
- Present and justify rate adjustments; resolve usage problems; ensure regulatory compliance; and meets with citizen groups to discuss and resolve complaints.
- Assist in preparation of annual budget; coordinate financial and budget activities to fund operations, maximize investments, or increase efficiency.
- Establish and implement policies, goals, objectives, or procedures in conjunction with the IDS division head.
- Perform personnel functions to include performance evaluation of subordinate supervisors; participate in interview and selection of front-line operators; and monitor and provide leadership on personnel matters throughout the service group to ensure consistent application of policies and procedures.
- Coordinate and provide recommendations to the City Engineer and IDS Director on utility capital improvement projects and private developments.
- Solicit, negotiate, and provides support contract management with consultants and contracts.
- Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

- General Office Equipment
- Laptop Computer

**CORE COMPETENCIES:**

**Knowledge of:**

- Business and management principles involved in strategic planning, resource allocation, fiscal programming, leadership technique, and coordination of people and resources.
- Management and engineering principles to plan, develop, finance, operate, and maintain major city-owned infrastructure facilities.
- Principles, practices, and techniques of wastewater and water treatment plants, systems, and facilities.
- Federal, state, local, and other applicable environmental and safety statutes, ordinances, and codes.
- Management skills to analyze programs, policies, and operational needs.

- Methods and procedures used in project management and control including an understanding of the operational and technical processes required to support the functions of the utility service group.
- Municipal budgeting processes necessary to manage assets to ensure budget constraints and timelines are met.
- Effective supervisory and leadership skills.
- Public involvement, communication, and negotiation methods.
- Research methodology, statistical analysis, and evaluation of research data.
- Standard business software tools such as database management, word processing, spreadsheet, email, and Internet browser programs.
- Public presentation techniques.

**Ability to:**

- Establish and maintain effective working relationships with coworkers, elected officials, subordinate supervisor and service group staff, contractors, other agencies, and the public.
- Plan, assign, direct and evaluate the work of subordinate employees.
- Develop long range planning and strategies related to current and future growth and operations.
- Demonstrate skill in operations, budget preparation, and in developing organization and staff requirements.
- Communicate effectively both verbally and in writing.
- Interpret, apply, and make determinations related to federal, state, and local statutes pertaining to utility operations.
- Present technical information clearly to the City Council, community groups and the public.
- Demonstrate effective customer service and interpersonal skills with the public, City employees, supervisors and managers, other public agencies, applicants, and vendors.
- Effectively manage, organize, and delegate a high-volume workload with multiple priorities, and meet deadlines.
- Research, analyze, and interpret data and make recommendations.
- Ensure that records, documents, financial accounts, and related reports are maintained in accordance with state and city requirements.
- Operate standard office equipment and a computer including program applications appropriate to assigned duties.
- Use logical thought processes, and excellent attention to detail, to interpret information accurately and develop reasonable solutions.

**Physical Demands:**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hardcopy form.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City.

**Working Conditions:**

- Work is performed in a normal office environment with occasional exposure to outdoor temperatures, dirt and dust.
- The incumbent's typical working conditions are moderately quiet with little exposure to excessive noise.
- Duties may require some evening, weekend, holiday and/or on-call work.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

- Bachelor's degree from an accredited four-year college or university with major coursework in engineering, public administration, environmental sciences, business management or a closely related field; and
- Five or more years' experience managing a utility.
- An equivalent combination of education, training and experience which provides the knowledge and abilities necessary to perform the work of a Utilities Director may also be qualifying.

**Desired Qualifications:**

- Master's degree in a closely related field
- Operator License or Professional Engineer License

**NOTE:** Bachelor's or Master's degree from an accredited four-year college or university with major coursework in civil, hydraulic, or sanitary engineering, public administration, or a closely related field is required.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.