

ENVIRONMENTAL UTILITIES DIRECTOR

DEFINITION

To plan, organize, direct and review the activities and operations of the Environmental Utilities Department including administration, business services, engineering design/construction, solid waste collection/disposal, wastewater treatment/collection, and water treatment/distribution; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant City Manager/Community Development Director.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Assistant City Manager/Community Development Director.

Exercises direct supervision over assigned management, supervisory, professional, technical, and office support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Environmental Utilities Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments and CIP construction funding.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of

Principles and practices of public works administration, especially as related to utilities design, construction, and operation.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

#### Ability to:

Plan, direct and control the administration and operations of the Environmental Utilities Department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer departmental budget and expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply City policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

#### Experience and Training

A typical way to obtain the required knowledge and abilities would be:

##### Experience:

Seven years of increasingly responsible experience in utility administration, including three years of administrative and management responsibility.

AND

##### Training:

A Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

#### License or Certificate

Possession of a valid California driver's license by date of appointment.

08-08-14

04-15-06

02-25-05

04-05-01

09-15-98

06-29-95