

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB356 Utilities Director
POSITION #/TITLE: 2430 Utilities Director	Adopted 05-07
	Revised: 05-14

POSITION DESCRIPTION

Dept: Utilities	Manager Level: Director
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 24
Reports To Position #/Job Code #/JC Title: 2353/CN001/City Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: Eye, Head, Foot, Gas Monitor	

General Statement of Duties

Provides leadership and management for all Utility Department services and operations. Responsible for the overall operation and performance of the Water, Sanitary Sewer Treatment and Solid Waste Collection.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgment and initiative. Managerial oversight is exercised over the work of all employees within the Utilities Department.

Examples of Essential Work (Illustrative Only)

Supervises the operations and activities of all divisions within the Department;
 Directs the activities of the Utility Department Systems including financial planning, projection of revenues, system growth, operations and maintenance, capital financing, evaluation of programs, systems and standards, and compliance with governmental laws, codes and regulations, and personnel functions;
 Reviews and approves short and long-range water and sewer capital improvement projects to meet the needs of customers;
 Negotiates agreements with other jurisdictions (cities and counties) regarding water, sewer and solid waste collection, fees and charges, delivery parameters, wastewater treatment, and other services that are of an intergovernmental nature;
 Makes presentations to the City Council, community groups and regional organizations regarding system programs, short and long-range plans, and activities;
 Prepares, reviews and approves departmental reports, financial documents and records;
 Advises the City Manager in matters related to the water, sanitary sewer and solid waste collection services provided by the City of Cedar Rapids;
 Coordinates departmental activities with other City departments and other governmental entities, contractors, developers, and the utilities' customers;

Represents or designates representative for department and the City as a member, alternate member, or staff liaison on a variety of outside agencies, boards, commissions, committees, and joint powers authorities;

Plans, organizes, directs and evaluates the work of Departmental Managers in implementing the expressed goals, policies and directives of the Department;

Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations;

Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Division or Departmental operations;

Provides status reports to the City Manager on Departmental operations, any major shift in policies or procedures and recommendations for future development;

Oversees the development and implementation of operations within the department and looks at the impact of these operations on other City operations;

Oversees the development and implementation of performance measures and benchmarks within the department;

Participates in various aspects of personnel administration within the Department, including hiring, termination, grievance procedures and coordinating employee training;

Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

Reviews department customer service practices to ensure department is meeting the needs of internal and external customers;

Establishes continuous improvement process in the department;

Conducts timely performance reviews and monitors performance and staffing needs;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Competencies (knowledge, skill and ability) in a variety of areas, including: management, public finance, written and oral communications, public relations and regulatory issues;

Thorough knowledge of current and pending regulations concerning: water, waste water; solid waste collection and recycling, worker safety, labor relations, public contracting, rate setting, and related matters;

Good knowledge of the engineering principles, practices, and methods as applied to planning, design, construction, operations, and maintenance of municipal water and sanitary sewer systems;

Thorough knowledge of principles of organization and management, including personnel administration and budgetary controls;

Ability to plan, organize, direct and coordinate the activities of a large city department;

Ability to function effectively in personnel matters such as disciplinary actions and decisions for retention or dismissal;

Ability to establish and maintain effective public relations with a wide variety of persons and organizations, sometimes under difficult and controversial circumstances;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in engineering, business administration, or public administration or an approved related field, with an advanced degree preferred; and

Extensive increasingly responsible experience in the engineering, operation, and maintenance of a water or wastewater utility, or solid waste collection, the majority of which has been in a management capacity with responsibility for budget administration, environmental compliance and infrastructure planning; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to inspect a wide variety of utility facilities and construction projects on site and review a variety of written materials;
Sufficient manual dexterity, which permits the employee to operate a vehicle and computerized equipment;
Sufficient personal mobility, which permits the employee to inspect engineering and construction projects.