



Job Title: **Chief of Public Utilities**
Department: **Department of Utilities**
Date: April 28, 2020
 Non-Exempt Exempt
FLSA Exemption: Professional/Executive
Job Reports To: General Manager or City Manager
Pay Grade: 26
 Full Time Part Time

Job Description

Summary/Objective:

Under general direction of the General Manager or City Manager, performs a full range of Public Utilities duties including supervision of the Water Utilities Supervisor, Public Works Supervisor, Management Analyst and Lead Workers.

Plans, directs, manages and oversees a comprehensive program of public utilities services, activities and operations including water, waste water, storm water, drainage, pavement management, solid waste, fleet management, domestic and irrigation water distribution, streets, parks, NPDES, landscaping, and maintenance of public buildings. Not responsible for the engineering functions of the organization. Participates in the recruitment of staff and performs other department human resources matters, including evaluations and disciplinary action. Coordinates assigned activities with other City departments, divisions, and outside agencies. Interacts with customers to provide customer service and problem resolution. Performs other related duties as required

This position serves a managerial role, as well as, an advanced journey level role in the public utilities series. Directs and supervises staff; inspects and reviews work methods, product and quality; monitors and trains staff and ensures use of safe work practices. This classification is distinguished from a Superintendent or Supervisor in its oversight for all Public Utilities Divisions, difficulty and complexity of projects assigned, independent judgement and discretion used, certification requirements and overall Department of Utilities management responsibilities.

Essential Job 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 this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Assumes responsibility for all Public Utilities operations, services, staff and activities.
2. Plans, directs and coordinates through supervisors and leads the assignment of work for the Department of Utilities; assigns projects and areas of responsibility; supervises and

reviews the work of Waste Water and Storm Water divisions directly as well as the Public Works and Water Utilities Supervisors. Trains staff and evaluates performance.

3. Assesses and monitors workloads, administrative support systems, and internal reporting relationships; identifies opportunities for improvement and implements as appropriate.
4. Assists in establishing organizational standards and objectives; monitors and evaluates the effectiveness of service delivery methods and allocates resources accordingly.
5. Participates in development of department goals, objectives, policies and procedures; recommends and implements improvements; prepares staff reports and makes presentations as needed and stays current on new labor laws and regulations.
6. Oversees the Requests for Proposals (RFP) process; makes time and budget estimates; evaluates proposals and recommends project awards, negotiates and administers contracts; ensures contractor compliance with City specifications, resolves complex problems that may arise; recommends and approves field changes as required.
7. Prepares, submits, and presents staff reports and recommendations to the Council on issues for consideration and action; keeps the General Manager/City Manager advised of financial conditions, program progress, and future needs of the department; recommends and advises on matters requiring action; carries out direction of the General Manager/City Manager by assigning tasks and evaluating those results.
8. Confers with, and represents management in cooperation with Human Resources and representatives of applicable employee groups. Interprets and adheres to terms conveyed within memorandums of understanding for represented employee groups.
9. Serves as safety coordinator; maintains safety training programs; ensures the purchase of safety equipment and training on its proper use; ensures field staff are appropriately certified and adhere to all safe work practices. May inspect work sites before, during and after completion of work to assure it is completed in a satisfactory manner.
10. Hires, trains, schedules, assigns, monitors and evaluates work of staff; provides for or conducts staff development; establishes work methods and standards; initiates corrective and disciplinary actions and responds to grievances and complaints timely.
11. Participates in the development and administration of the Public Utilities annual budget, including preparation of long-term plans for capital improvements and financing; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures and implements budgetary adjustments as appropriate. Prepares cost estimates and implements adjustments with appropriate justifications. Directs time, material and equipment use. Recommends purchase of equipment and assists in the development of equipment specifications.
12. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to assigned maintenance and construction programs,

- policies and procedures as appropriate; attends and participates in professional meetings to stay abreast of new trends and innovations in the Public Utilities field.
13. Sets division priorities for maintenance and repair activities; evaluates work methods and operations and makes adjustments and changes to enhance effectiveness.
 14. Follows established regulations, guidelines, policies and procedures in the managing of the Public Utilities Department; attends administrative staff meetings, City Council meetings and represents the City at other various meetings as required.
 15. Oversees management of all Public Works Department functions and contracts, including road maintenance, drainage, solid waste, disposal services, NPDES, lighting, special districts, park and landscape maintenance, fleet and building maintenance.
 16. Recommends rate structures for future expansion of the City's Water and Sewer Systems.
 17. Provides direction for the design, construction, operation, and maintenance of Water Utilities; directs water production, treatment, storage, and distribution services; directs wastewater collections, conveyance, reclaimed water usage and identifies appropriate service and staffing levels and allocates resources accordingly.
 18. Prepares guidelines and protocols for the management of Water Utilities functions and contracts including construction, installation, maintenance and repair of sewer, water lines and mains; assists in repair of well and reservoir sensors or telemetry. Supervises waste water and storm water divisions; oversees troubleshooting to identify sewer or water flow problems and authorizes corrective action; prepares discrepancy reports.
 19. Directs supervisor who maintains water system quality and cross-connection control program; water well rehabilitation and replacement; planning for system repairs and replacement of water lines, water services, new and replacement wells; monitoring of production and storage capacity and ensures compliance with all State and Federal standards. Leads the planning of sewer lines, manholes, water and waste water infrastructure to accommodate population growth.
 20. Ensures all required reporting activities with local, State and Federal agencies as well as completion of monthly No Spill Report Certifications and annual Sanitary Sewer Management Plans to the State Department of Water Quality. Directs supervisor who ensures completion of required monthly, quarterly and annual sampling results to the California Department of Public Health; completion of annual Consumer Confidence Reports, annual Emergency Response Reports and annual Water System Statistics Compliance to California Department of Public Health and completion of the annual Water System Data report to the State Water Resources Control Board.
 21. Directs supervisor who establishes and maintains contacts with State and Federal agencies to develop sound water programs; ensuring water-related certifications and credential requirements are obtained, maintained or renewed by applicable staff.

22. Directs supervisor who oversees staff responsible for testing and repair of meters, backflow devices and other related appurtenances and emergency repair work.
23. Reviews plans and blueprints of proposed development to ensure compliance with City rules, policies, and regulations; discusses plans with engineers and inspectors.
24. Interacts with agencies ensuring compliance with State and Federal health regulations; interacts with other water and sewer agencies on areas of mutual interest and concern.
25. Oversees installation, maintenance and repair of sewer, water lines, and mains; helps identify sewer or water flow problems; recommends corrective actions; assists in repair of well, reservoir sensors or telemetry; oversees the operation of the SCADA Systems.
26. Negotiates franchises agreements and contracts for services with other agencies.
27. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
28. Answers emergency calls; taking appropriate action through assignment of staff.
29. Responds to emergencies as necessary; may require 24-hour a day emergency response.

Other Job Related Duties

Performs related duties or responsibilities as assigned. May require 24-hour a day emergency response with little or no notice and required to carry a City cell phone. Must respond in a timely manner to all phone calls, including weekends and holidays and subject to 24-hour emergency response. Refusing to report for emergencies may lead to disciplinary action.

Conformance Statement

In the performance of respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, business owners, property owners, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior at all times.

Competencies

1. Ethical Conduct
2. Time Management
3. Organization Skills
4. Financial Management
5. Project Management
6. Personnel Management

7. Conflict Resolution
8. Personal Effectiveness/Credibility

Qualification Guidelines

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education High school diploma or equivalent.

Experience Five (5) years of increasingly responsible experience in the operation, distribution, construction, maintenance and repair of water and waste water facilities; including public works program management, operations, and maintenance activities; with at least three (3) years supervisory experience.

Desirable Specialized training in Public Works, Water and Waste Water system operation and maintenance activities. Experience filing City and State reporting regulations. Bachelor's degree in Public Administration, Business, Business Administration or a related field.

Valid Cross Connection Control Program Specialist certificate.

Valid certification as a Backflow Prevention Device Tester.

License / Certificate (Required to possess at hire or within 6 months of employment)

Must possess a Class "B" Commercial California Driver 's License with Tanker Endorsement. Applicant must provide a printout of driving record for the past 6 months from the Department of Motor Vehicles and attach to their job application.

Valid Water Treatment Operator Grade II Certificate from the State of California Health Services, Department of Drinking Water.

Valid Water Distribution Grade III Certificate from the State of California Health Services, Department of Drinking Water.

Failure to obtain license or certificate within allotted time frame may result in disciplinary action that may include salary freeze, promotional freeze, demotion, suspension, or termination without administrative or judicial appeal.

Current employees shall continue to be required to have previous certification requirements for their existing job.

Condition of Employment

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Pre-Employment

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation, which includes finger printing and a Department of Transportation pre-employment drug/alcohol test.

Knowledge, Skills & Abilities

Knowledge of:

- Use and purpose of general construction and maintenance tools and equipment.
- Operations, maintenance and servicing requirements of the equipment used in the water distribution system, water pumping and storing; computerized and manual control systems; familiarity with diesel engines and electric motors.
- Materials, methods, practices, and equipment used in the maintenance and repair of pumps, motors, reservoirs, automatic valves and pipeline systems.
- Principles and practices of water and waste water management; local, State and Federal laws, regulations, policies and procedures affecting water, waste water and water quality; water line and well program repair and replacement.
- Equipment operation, techniques and methods used in Water and Sewer maintenance; repair and installation of related facilities and appurtenances; mathematical principles as applied to water systems.
- Principles, practices and techniques utilized in chemical, bacteriological and biological analysis; State and Federal safe drinking water laws and regulations; proper methods of collecting and preserving domestic water samples.
- Applicable local, State and Federal laws, codes, regulations and procedures, including the Subdivision Map Act, Subdivision Agreements and Conveyances, California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA) compliance and provisions related to water pollution control.
- Principles and practices of NPDES and Public Utilities maintenance programs.
- Principles and practices of personnel administration, human resources, training of staff, employee supervision, work planning, evaluation and discipline.
- Principles and practices of budget management, administration, accountability, program planning, growth planning methods and techniques.
- Effective safe work principles and practices. Understanding of Department of Transportation's alcohol and drug testing standards and safe work practices.
- Occupational hazards and standard safety precautions necessary in maintenance and repair; proper handling of hazardous materials.

- Principles and practices in the writing of guidelines and protocols for the management of all Public Works divisions.
- Traffic laws, ordinances, rules and safe driving practices involved in truck and heavy equipment operations; proper methods of traffic control and delineation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Personal computer and software applications; GIS principles and practices.
- Principle and practices in vehicle or fleet maintenance and asset management.

Ability to:

- Participate in the development and administration of division goals, objectives, procedures and program operating budgets.
- Develop, review and approve construction standards, plans and specifications.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Perform duties in the operation and maintenance of Public Utilities systems; may inspect work performed to ensure compliance with specifications.
- Read, interpret, and apply technical information from manuals, drawings, maps, specifications, layouts, blueprints, and schematics.
- Understand occupational hazards and standard safety precautions necessary in maintenance and repair work.
- Estimate material and labor needs; perform accurate mathematical calculations.
- Understand and follow oral and written instructions and directives; communicate clearly and concisely, both orally and in writing.
- Act effectively under pressure and emergency situations; handle day-to-day operational issues and concerns that arise simultaneously or unexpectedly.
- Establish, maintain and foster positive working relationships with those contacted in the course of work; respond to inquiries from the general public.

Skills to:

- Operate a wide variety of equipment and tools used in Public Utilities in a safe and effective manner; including the operation of commercial vehicles.
- Identify Public Utilities maintenance needs and take corrective actions.
- Regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; use math and mathematical reasoning, observe and interpret situations; learn and apply new information.
- Use English grammar, spelling, vocabulary and punctuation; use speech to communicate in person, before groups and over the telephone.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Exercise good judgment, common sense, flexibility, creativity and sensitivity in response to changing situations and needs.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization, as required by the U.S. Citizenship and Immigration Services, is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Working Conditions, Mental and Physical Demands

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

Work Environment

Frequently works in extreme outside weather conditions, in or near road traffic; near moving mechanical parts and in high places. The employee is frequently exposed to wet and/or humid conditions. The noise level is frequently loud.

Physical Demands *(Essential duties require the following physical skills and work environment)*

Ability to talk, hear, sit, stand, walk, balance, kneel, crouch, stoop, squat, crawl, twist, climb and frequently push, pull or lift up to 60 lbs; use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms; vision abilities for close/distance vision, distinguish color, peripheral vision, depth perception and the ability to adjust focus; ability to wear protective apparel; exposure to heat, noise, outdoors, vibration, non-permitted confining work space, hazardous chemicals, explosive materials, mechanical hazards, electrical hazards and traffic hazards; ability to travel to different sites and locations. Occupational hazards and standard safety precautions necessary in public works maintenance and repair.

Essential Mental Functions

Regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; use math and mathematical reasoning, observe and interpret situations; learn and apply new information or new skills, interact with City staff and irate citizens.

Supervisory Responsibility

Responsible for the management, supervision, training and work assignments of all Public Utilities staff, ensuring compliance with State and Federal regulations. Has responsibility, through supervisors and leads, to ensure staff receive work assignments and duties; has discretion to assign, modify or halt work if deemed unsafe or out of compliance. Collaborates with General Manager / City Manager to reach defined goals and objectives.

Expected Hours of Work/Work Schedule

Monday – Thursday 6:30 AM – 5:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand. May require 24-hour a day emergency response with little or no advance notice.

Travel

Regular, local travel is expected for this position. In addition, out of town travel for conferences, workshops and various training opportunities is likely.

Disclaimers and Approval

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager _____ Date 4/28/2020

General Manager _____ Date 5/5/20

HR Kelsey Hitchcock _____ Date 4/28/2020

Disclaimers and Approval

This job description is not a contract between the employee and the employer. The employer may change the job description at any time and the employer may request the employee to perform additional duties

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____