



POSITION DESCRIPTION
An Equal Opportunity Employer

Class Title:	Director of Utilities	FLSA Status:	Exempt
Dept./Div.:	Utility Office	Civil Service Status:	Unclassified
Reports to:	Board of Public Affairs	Employment Status:	Full-time
EEO Status:	Exec/Senior Offs & Mgrs.	Normal Work Hours:	Day Shift
Employee Name:		DOT/O*Net Code:	188.117-030

GENERAL DESCRIPTION:

Works under administrative direction of the Bryan Board of Public Affairs. This position involves advanced professional and managerial work in directing the activities of the departments at Bryan Municipal Utilities. Work involves responsibility for planning, organizing and coordinating all utility functions. Develops and implements, at Board direction, an annual budget for each operation and a long-range capital budget. Responsible for day to day operations including, but not limited to, supervising and approval of employee hiring, discipline, evaluation and discharge; and serves as a liaison between BPA, City Departments and general public.

POSITIONS DIRECTLY SUPERVISED:

Administrative Assistant, Human Resources Director, Operations Manager

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive: Computers and modern office equipment.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Manage the activities and functions of the Electric, Water and Communication Departments in carrying out the required mandates of City ordinances and the policies of the Board of Public Affairs; develop operating objectives, policies and programs for all administrative activities; undertake special projects at the request of the Board of Public Affairs; investigate all complaints in relation to matters concerning the administration of the government of the City in regard to the utility service maintained by the City, and to see that all franchises, permits, and privileges granted by the City are faithfully observed.
- (2) Prepare budget for the Electric, Water and Communication Departments; manage the utility budget; ensures purchases and other expenditures made within ORC limits; ensure the preparation of bid requests as needed; serves as signatory person for the Utility Department.
- (3) Report regularly to the Board of Public Affairs concerning the status of assignments, duties, projects, and functions of all departments; update the mayor on the status and result of departmental operations and projects; represent the Utility department at meetings with other governmental units, agencies, commissions, and associations; attend regular and special Board of Public Affairs meetings.



- (4) Provide annual report to Board of Public Affairs of adjustments to utility accounts.
- (5) Establish performance standards as directed by the Board of Public Affairs for the operation of Electric, Water and Communication Departments; assist each department with selection, training, and on-the-job development of personnel; evaluate Utility department performance and recommend any appropriate changes to the Board of Public Affairs; oversee the coaching, training and development of employees for future development, perform annual evaluations and take disciplinary action when needed.
- (6) Ensures the development and maintenance of written utility policies and procedures; develop and manage short-range and long-range plans and provide means of obtaining plans.
- (7) Assure compliance with local, state, and federal requirements.
- (8) Works closely with and communicates professionally and openly with coworkers, management and customers providing friendly and efficient external and internal customer service; responds to requests for information and assistance and meets commitments.
- (9) Conform with and abide by all written and non-written regulations, policies, work procedures and instructions; ensures conformance and conforms to all safety rules and ensures use of all appropriate safety equipment.
- (10) Serve in mandatory on-call status 24 hours a day, 7 days a week.
- (11) Demonstrate regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned (i.e., assist other City departments as needed; participate in required training as applicable; etc.).

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (102) basic accounting; (104) budgeting; (111) purchasing; (122) interviewing; (250) Bryan Municipal Utilities goals and objectives*; (251) Bryan Municipal Utilities policies and procedures*; (252) government structure and process; (253) workplace safety practices and procedures; (268) electrical, water, and communications utilities; (307) utility construction, maintenance, and repair; (381) public relations; (421) English grammar and spelling; (422) records management; (471) labor relations; (472) employee training and development; (490) supervisory principles and practices; (494) public administration.

Skill in: (905) computer operation; (909) adding machine or calculator operation; (910) use of modern office equipment; (958) motor vehicle operation; (960) use or operation of office software programs,.

Ability to: (608) deal with many variables and determine specific action; (609) recognize unusual or threatening conditions and take appropriate action; (610) apply management principles to solve agency problems; (611) define problems, collect data, establish facts, and draw valid conclusions; (612) deal with nonverbal symbols in formulas, equations, or graphs; (614) ability to remain impartial and exercise independent judgment and discretion; (617) determine material and equipment needs; (621) objectively evaluate the performance of others to an established performance standard; (633) calculate fractions, decimals, and percentages; (654) prepare accurate documentation; (670) clearly communicate verbally and through written documents with clear, accurate, and organized thoughts using proper sentence



construction, punctuation, and grammar; (683) conduct effective interviews; (685) train or instruct others; (706) understand a variety of written and/or verbal communications; (724) maintain records according to established procedures; (744) handle sensitive inquiries from and contacts with officials and general public; (745) develop and maintain effective working relationships; (746) resolve complaints; (779) safeguard information of a sensitive or confidential nature, (810) leadership motivation, (811) courtesy and patience, (812) compassion, empathy, and respect for the dignity of others, (830) demonstrated commitment to community service.

QUALIFICATIONS: An example of acceptable qualifications:

Position requires completion of a bachelor's degree in Business Administration, Public Administration, Electrical Engineering; Planning, Communication, or Mechanical Engineering plus ten to 13 years management experience; or equivalent combination of education, experience and training which provides the required knowledge, skills and abilities, and residency per Ohio Revised Code 9.481 within one (1) year of employment. Substitution: Master's Degree may substitute for one (1) year less experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid state driver's license.

WORKING CONDITIONS:

Facility and Work Area:

The work is performed primarily in an office setting with usual office working conditions.

Physical and Environmental Characteristics:

The physical demands described here 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 the essential functions. This is primarily an office position with employees working in a controlled office environment.

The employee:

- Is required to distinguish letters, numbers and symbols. Frequently required to sit, stand, walk talk, hear, bend and reach.
- Answers telephone calls and occasionally bends, reaches, and pushes and pulls file drawers to file records and reports.
- Moves within and outside of the building to collect, deliver, and copy data and documents.
- Uses a computer terminal to access, input, and retrieve data.
- Little or no physical demand, occasional lifting or moving of lightweight materials.
- Sustained periods of close, fixed mental and visual attention.
- Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.
- In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.



The position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The duties listed in this document 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 position.

This document does not create an employment contract, implied or otherwise, and may be amended at any time.

My signature below signifies that I have reviewed my position description and that I understand the contents of my position description.

Witness Signature

Date

Employee Signature

Date