



## **Title: Utilities Operations Manager**

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Public Works – Utilities Deputy Director.  
Exercises direct supervision professional and para-professional staff.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Arizona Dept of Environmental Quality Grade IV Operator's Certificate in Water and Wastewater Treatment or Grade IV Water Distribution and Wastewater Collection upon hire. Valid AZ Drivers License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

### **JOB SUMMARY**

The purpose of this position is to plan, develop, implement, direct, lead, evaluate, supervise and manage utility operations and maintenance, which may include water and wastewater treatment, SCADA systems, control room operations, water production, water distribution, wastewater collection, and / or water reclaim systems and facilities. Performs complex professional and administrative work; directs, schedules and assigns tasks and activities of supervisors, operators, technicians, and clerical staff; exercises initiative and independent judgment to ensure the City water supply is adequate and safe in accordance with county, state, and federal regulations; develops and implements strategic plans; supervises upgrades, construction, and maintenance; develops and manages budgets; works on customer service programs; maintains safety rules and regulations; develops and administers contracts; completes inspections; responds to on call requests and customer inquiries.



**ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Develops, plans, and implements methods and measures to meet long term utility department goals and the numerous water quality, air quality, and safety requirements of the water and wastewater industry.
3	Develops and monitors annual budgets and projects to operate and maintain facilities.
4	Coordinates and reviews work of supervisors, employees, and outside vendors to meet established goals and protocols.
5	Develops priorities and provides direction to supervisors and operators during times of emergencies or customer issues.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b> 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.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with “X”</b> The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Office	Outdoors	Vehicle	X	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	X	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	X

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, laptop, printers, scanner, copy / fax machine, and related software, telephone, vehicle.

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective clothing, footwear, eyewear, gloves, hard hat, respirator.