

**CITY OF LOMPOC**

**UTILITIES DIRECTOR**

**DEFINITION:**

Under administrative direction, to plan, organize, direct, and review the overall operation of the Utilities Department, including the water, wastewater and electrical distribution systems; to serve as staff advisor on utility operations; to communicate with various individuals, groups and organizations on City utility services, and to perform related work as required.

**CLASS CHARACTERISTICS:**

The Utilities Director is the executive manager responsible for the activities of the Utilities Department involving water, wastewater and electric divisions. The incumbent receives direction from and is responsible to the City Administrator for day-to-day operations.

**LICENSE REQUIRED:**

Possession of a valid and appropriate California Driver's License.

**EXAMPLES OF DUTIES:**

Plans, organizes and directs through subordinate managers a large municipal utilities program which includes water production, storage and distribution systems, wastewater collection, treatment and reclamation operations, and electrical distribution; establishes department priorities and formulates long-range plans; monitors the department's performance; identifies action which will increase the department's level of performance in coordinating Utilities Department activity with other City departments and outside agencies; ensures that the City is in compliance with all current requirements established by regional, state, and federal regulatory agencies; assures that the utilities operations are run in a safe, reliable and economic manner; selects and provides technical assistance to consulting engineers; reviews and approves plans and specifications for improvement projects; monitors outside service contracts and represents the City in contract negotiations as necessary; prepares departmental budget and cost estimates on special projects and oversees expenditures from approved budget; reviews and recommends appropriate adjustment to utility rates and rate schedules, based on utility operation and construction needs; assures that the City is competently represented in regional and joint power functions; ensures that employee appraisal, development, safety and training programs are designed and successfully implemented; assures that the Affirmative Action Program and various regulatory programs are successfully implemented; prepares and presents reports to City Council on Utilities Department activities; acts as a resource person in the problem-solving activities of division managers; acts as appeal source in employee grievances; directs and supervises the work of division managers, professional and technical staff; and performs related work as required.

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(Utilities Director)**

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Water supply and distribution systems operations and maintenance;  
Wastewater collection and reclamation systems operations and maintenance;  
Electrical distribution system operations and maintenance;  
Pertinent federal, state, and local laws, rules, and regulations applicable to municipal utility operations;  
Organizational and management practices as applied to analysis and evaluation of program, policies and operational needs;  
Principles of financial management;  
Principles of management, training and performance appraisal.

**Ability to:**

Plan, organize and administer major utility functions;  
Analyze complex issues and problems and recommend effective resolutions;  
Monitor contractual performance and oversee agreements;  
Develop and monitor complex capital and operating budgets;  
Motivate and lead employees;  
Communicate clearly and concisely, orally and in writing;  
Interact effectively with staff, the public, officials, and representatives of business and other agencies.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is graduation from college with a Bachelor's Degree in engineering, natural science, environmental science, or related field and seven (7) years responsible experience in utilities systems administration, including at least three years in a management capacity.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

**Strength:** Light Work - Lifting, carrying, pushing and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.