

GENERAL MANAGER, WATER AND POWER

DEFINITION

To plan, direct and review the activities and operations of the City's Water and Power Department including water distribution, water production, customer service and billing, meter reading, and related activities; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Board of Commissioners.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Commissioners.

Exercises direct supervision over professional, maintenance and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Board of Commissioners; prepare and present staff reports and other necessary correspondence.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, organize, direct and evaluate all water system activities including the operation, construction, maintenance and repair of utility facilities.

Advise City Manager and City Council on proposed projects and improvements.

Direct the development, implementation and administration of the City's capital improvement program as it relates to City-owned water utilities.

Confer with staff and outside consultants on problems related to the operation, construction, maintenance, and rehabilitation of City utility facilities.

Supervise and participate in the development and administration of the Water and Power Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Prepare resolutions, ordinances, reports and correspondence.

EXAMPLES OF DUTIES

Review plans, engineering reports and budget estimates prepared by subordinate staff, outside consultants and other City departments.

Respond to difficult citizen inquiries and complaints.

Analyze and recommend City water rates.

Evaluate and recommend professional engineering consultants and contracts.

Represent the City before citizens, elected officials and community groups on water utility matters.

Participate on a variety of boards and commissions; attend and participate in professional groups and committees.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods materials, techniques and equipment used in the construction, operation and maintenance of water production, distribution, and storage facilities.

Applicable laws and regulatory codes related to water utility operations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Recent developments, current literature and sources of information regarding water utility engineering and operation.

Principles and practices of budget preparation and administration.

Utility rate structures and pricing.

Principles and practices of organization, administration and personnel management.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Organize, direct and coordinate the activities of the Department in a manner conducive to full performance and high morale.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Prepare and administer a budget.

Analyze organization and operational issues and select proper courses of action.

Interpret and apply City policies, procedures, rules and regulations.

Select, supervise, train and evaluate professional and technical subordinates.

Represent the City's interests before boards and commissions of local agencies and special water and sewer districts.

Identify and respond to public and City Council issues and concerns.

Gain cooperation through discussion and persuasion.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training

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

Experience:

Six years of increasingly responsible experience in the operation of a water utility, including three years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, public or business administration, or a related field.