

CITY OF ARCADIA

UTILITIES MANAGER

DEFINITION

Under administrative direction, to direct, manage, supervise, and coordinate the programs and activities of the Utilities Section of the Public Works Services Department; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Assistant City Manager/Public Works Services Director.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, technical, and maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume management responsibility for all water and sewer services and activities. Assist in managing and overseeing water and sewer engineering projects.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned Utilities Section programs including construction, maintenance, operation, and emergency disaster response; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Assistant City Manager/Public Works Services Director; direct the implementation of improvements.

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

Plan, direct, coordinate, and review the work plan for the Utilities Section; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the Utilities Sections annual budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for the Utilities Section with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Prepare estimates and monitor construction, maintenance, and operating costs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Approve utility drawings submitted to the Engineering Section and assist the Engineering Section in the preparation and review of plans, specifications, and drawings.

Direct sanitary sewer and stormdrain maintenance programs. Sanitary Sewer Overflow compliance and monthly reporting.

Plan, coordinate, direct, supervise, and inspect the maintenance of sanitary sewers.

Assist in preparing annual consumer confidence report.

Assist in preparing quarterly water facility treatment report.

Conduct annual water system inspection with the State Health Department.

Assist with preparation of application for NPDES permits and required follow-up reports with the Regional Water Quality Control Board.

Provide responsible staff assistance to the Assistant City Manager/Public Works Services Director; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to the Utilities Sections programs, policies, and procedures as appropriate.

Periodically field check work in progress and upon completion; make field inspections of water/sanitary sewer systems; note and take proper action to correct defects.

Make public notification of water supply contamination in accordance with the City's policy and State Water Resources Control Board Division of Drinking Water requirements; notify appropriate personnel, agencies, and authorities of water supply contamination; inspect contaminated areas; determine appropriate corrective measures; obtain authorization to return to normal operations.

Estimate cost of proposed construction projects; confer with consultant engineers and

contractors on construction projects.

In the event of emergencies and disasters, implement the City's emergency disaster plans; conduct inspections to assess damage and corrective action needed.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new water basin trends, state contaminant regulations, and innovations in the field of water/sanitary sewer systems.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a water distribution/production and sanitary sewer programs.

Practices, methods, equipment, tools, and materials used in water distribution and sanitary sewer systems service, installation, construction, maintenance, and operation.

Principles of hydraulics.

Occupational hazards and standard safety practices necessary in the area of water distribution/production.

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

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

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

Principles of record keeping and report preparation.

Techniques used in public relations.

Principles of mathematics.

Safe driving principles and practices.

Skill to:

Operate a variety of vehicles, equipment, and tools used in the operation, construction, and maintenance of a water distribution and sanitary sewer systems.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Utilities Section including construction, maintenance, and operations.

Recommend and implement goals, objectives, and practices for providing effective and efficient water distribution/production and sanitary sewer facilities.

Manage, direct, and coordinate the work of supervisory, technical, and maintenance personnel.

Select, supervise, train, and evaluate staff.

Identify and respond to community issues, concerns, and needs.

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

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Perform accurate mathematical computations.

Act quickly and calmly in emergencies.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Ability to:

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Six years of responsible experience in the operation, maintenance, and construction of water and sanitary sewer systems including four years of management and supervisory experience.

Training:

Equivalent to an Associate's degree with major course work in water technology or a related field. A Bachelor's degree in public administration, business management or a related field highly desirable.

License or Certificate:

Possession of, or ability to obtain, a valid class "C" driver's license.

Possession of a Water Distribution Operator, Grade IV Certificate issued by the California Water Resources Control Board Division of Drinking Water.

Possession of a Water Treatment Operator, Grade III Certificate issued by the California Water Resources Control Board Division of Drinking Water.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some exposure to outdoors, mechanical hazards, electrical hazards, and traffic hazards; ability to travel to different sites and locations.

Effective Date: June, 2003

Revised Date: November 2016; July 2026