

## POSITION DESCRIPTION

Class Title: Utilities Assistant Director

Department: Utilities

Location: Utilities Dept.

Date:

### **GENERAL PURPOSE**

The Utilities Assistant Director is a key position, responsible for supporting the director in the effective oversight of administrative, technical and operational functions of Utilities Public Works Departments. This role involves managing daily activities, coordinating capital projects, and supporting infrastructure planning across Water, Wastewater, Sanitation, and Electrical Systems. This may also include oversight of Public Works as needed. The successful candidate will demonstrate expertise in public utilities management, possess technical knowledge and communicate effectively. They must be capable of navigating complex regulatory, operational and personal matters.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Public Works Utilities Director.

### **SUPERVISION EXERCISED**

Serve as acting Public Works Utilities Director when assigned.

Assist in any transitional leadership roles when assigned.

Will assist in planning, directing, coordinating, and reviewing the work plan for Utility staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.

Participate in any Department interviews.

Complete staff reviews.

Initiate disciplinary procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversee utility operations to ensure reliable, safe, and efficient service delivery.
- Assist in coordinating maintenance, repairs, and system improvements.
- Monitor system performance, safety practices, and operational standards.
- Respond to utility service interruptions and emergencies as needed.
- Assist in planning, design, and implementation of capital improvement projects.
- Ensure compliance with state and federal regulations, including DNR, EPA, and PSC requirements.

- Assist with preparation and submittal of required reports, permits, and filings.
- Assist in annual budget preparation.
- Support water quality, wastewater treatment, environmental protection, and safety programs.
- Respond to customer inquiries, complaints, and service issues.
- Provide information to residents, developers, and businesses regarding utility services.
- Assist with public meetings, Utility Commission meetings, and presentations.
- Maintain positive relationships with elected officials, staff, and the public.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

- Knowledge of municipal utility operations and public works principles.
- Familiarity with Wisconsin DNR, EPA, and PSC regulations.
- Ability to read and interpret engineering plans, specifications, and technical reports.
- Strong leadership, communication, and organizational skills.
- Budgeting, financial management, and analytical abilities.
- Proficiency with computers, Microsoft Office, utility software, and record-keeping systems.
- Ability to respond effectively to emergencies and prioritize multiple tasks.

### **TOOLS & EQUIPMENT USED**

Any and all systems related to Water, Wastewater and Electric operations.

### **EDUCATION AND EXPERIENCE GUIDELINES**

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

- Completion of a standard high school program (basic math, reading, etc.) or equivalent.
- Three (3) years' experience within a Utilities- related Field
- Two (2) years supervisory experience within a Utilities-related field
- Knowledge of First Aid and CPR
- Valid Wisconsin Commercial Driver's License - class A.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

Environment: Exposure to extremes of temperatures, other outdoor conditions and noxious fumes and odors when maintaining City equipment or property and performing other required activities.

Physical: While performing the duties of this job, the employee is frequently required to walk; use hands and fingers to handle or feel objects, tools or controls; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee is occasionally required to stand, sit, and reach with hands and arms. Utilities employees have contact with the public and therefore are required to maintain a professional appearance. Uniforms shall be clean and neat at the beginning of each workday. The physical demands described here are representatives 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

