



UTILITIES SERVICES MANAGER FULL-TIME EXEMPT

A. GENERAL PURPOSE

Under the general supervision of the Public Works Director, the Utilities Services Manager will be responsible for coordinating and directing the safe operations of the City's wastewater treatment plant, collection system, lift stations, water, and reuse water distribution systems in accordance with all local, state, and federal rules and regulations. The City's utilities operate 24 hours a day, 365 days a year.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Direct the maintenance and operations of water and wastewater lines through subordinate personnel.
2. Supervise utilities operators.
3. Supervise the operation of water distributions systems, wastewater collections systems, reuse systems, lift stations, wastewater treatment facilities and all other utility infrastructure.
4. Plan, develop, organize, and analyze procedures and operations of the Utilities Division.
5. Supervise and direct routine regulatory compliance testing on water and wastewater systems and submit all required compliance reporting to TCEQ and other entities in a timely manner.
6. Responds to any inquiries and violations in a timely and courteous manner.
7. Assist the Public Works Director with developing annual operating budget requests for Utilities Division based upon input from Utilities Operators.
8. Create and implement Standard Operating Procedures for Utilities Division.

9. Develops annual maintenance schedule for City Utilities facilities.
10. Develop, implement, and evaluate departmental policies, procedures, strategies, and goals.
11. Maintain, update, and ensure procedural compliance for programs.
12. Perform the full range of supervisory responsibilities both directly and indirectly through subordinate operators.
13. Provide organizational support by following all policies and procedures.
14. Must be present at site at work when scheduled and on time; arrives at meetings and appointments on time.
15. Observes and follows safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
16. Responds to emergencies.
17. Must be able to multi-task to meet all productive standards and complete assignment and work in a timely manner.
18. Prepares and presents staff reports and provides assistance to a variety of commissions, boards, and the City Council.
19. Works with City Engineer, Public Works Director, Planning Director, and other City officials/staff/consultants when necessary to review applications and permits.
20. Performs all other duties as assigned.

C. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

1. Requires a High School Diploma or GED Equivalent.
2. Possesses TCEQ Class B wastewater operator license.
3. Possesses TCEQ Class B water operator license or has the ability to obtain within one year of employment.
4. TCEQ Class A wastewater operator license preferred.
5. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
6. Ability to establish and maintain effective working relationships with employees, City officials, media, and general public.
7. Ability to communicate effectively orally and in writing.
8. Ability to use Microsoft Word, Excel, and Outlook for reporting and communications.
9. Ability to handle confidential and sensitive information while maintaining confidentiality.
10. Valid Texas Driver's License and good driving record (required).

D. TOOLS AND EQUIPMENT USED

Personal computer, including Microsoft Office; email; phone; printer; copy machine; SCADA; laboratory equipment; crane truck; backhoe; mower; string trimmer; motor vehicle; and mobile or portable radio; and general maintenance equipment.

E. SPECIAL REQUIREMENTS

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 perform the essential functions if needed.

1. Work is performed mostly in field settings. Considerable outdoor work is required in the maintenance of various City facilities. Must be able to work outside in all weather conditions and be able to lift a minimum of 80 pounds.
2. While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is often required to climb or balance; stoop, kneel, crouch, or crawl.
3. Must be able to distinguish colors when working with equipment, electrical panels, etc.; must be able to operate assigned vehicle or equipment.
4. Must live within 45 minutes of normal travel time to Dripping Springs, Texas. Will be required to be on-call.

F. WORK HOURS

Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday, except holidays. This is a full-time exempt position and eligible for compensatory time off as described in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL. Additional hours on nights, weekends, holidays, and during emergencies will be needed in this position subject to the direction of the Public Works Director, Deputy Public Works Director, or Deputy City Administrator. Any compensatory hours performed must be preapproved by the direct supervisor.

G. WORK ENVIRONMENT

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 perform the essential functions if needed.

1. While performing the duties of this job, the employee is regularly exposed to high, precarious places; microorganisms found in sewage; waterborne diseases; outside weather conditions; extreme cold; extreme heat and risk of electrical shock. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions;

- moving mechanical parts; explosives; risk of radiation and vibration.
2. The noise level in the work environment is usually moderate.

H. SALARY

Salary is commensurate with the position. Pay days will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

I. BENEFITS

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

J. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact the City Administrator at (512) 858-4725.

***Please note:** This Job Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*