



<b>Department:</b>	W, WW, Electric
<b>Supervisor:</b>	Utility Director
<b>Prior Revision Date:</b>	
<b>Last Revision Date:</b>	
<b>Revision Made By:</b>	
<b>Revision Reviewed &amp; Approved by:</b>	
<b>Employment Status:</b>	Department Head
<b>Date Provided to Bargaining Unit</b>	N/A

## **Job Description**

### **UTILITY ASSISTANT DIRECTOR/PROJECT MANAGER**

#### **Definition**

This job exists to assist with the direction and coordination of activities and functions for the Water, Sewer, and Electric departments; and to complete capital improvement projects related to departmental functions. This employee exercises considerable independence in working with utility supervisors and managers of other Borough departments on problems relating to Utility activities. The work involves representing all major program areas of the departments in liaison activities and coordinating special projects across divisions. Work assignments are broad in scope and require the use of independent judgment and initiative in making technical and managerial decisions of considerable difficulty. Work is performed under the general direction of the Utility Director, and performance is evaluated through reports and open communication.

#### **Supervision Received**

Work is performed under the general direction of the Utility Director, and performance is evaluated through reports and ongoing open communication.

#### **Supervision Exercised**

Under the direction of the Director, the Assistant Director/Project Manager helps manage the performance of all Electric, Water and Wastewater employees. The Assistant Director/Project Manager, at the discretion of the Director, hires, fires, evaluates and directs the Utilities staff and departmental supervisors. The Assistant Director will be responsible for the leadership of the department in the absence of the Director as assigned by the Director or Borough Manager.

**Duties** *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Acts on the Director's behalf by assignment or delegation in director's absence;

At the Director's discretion, develops and interprets policy and provides staff direction on implementation of policies and procedures;

Coordinates with supervisors responsible for Electric, Water and Wastewater functions;

Provides for administrative, technical, clerical, mechanical and physical support for divisional and departmental operations;

Reviews plans for present and future programs and needs including equipment and facility requirements;

Reviews technical reports, budget estimates and contracts in support of departmental operations and projects;

Prepares, interprets, and explains complex financial and administrative reports;

Directs and participates in management studies and analyzes programs and problems;

Negotiates contract terms and enforces warranty and contract agreements;

As assigned, participates in Federal Energy Regulatory Commission mandated inspections, reporting and oversight of the Blind Slough Hydroelectric facility.

May act in the Director's absence in representing Petersburg Municipal Power and Light in Southeast Alaska Power Agency (SEAPA) operations meetings.

May perform residential electrical inspections on behalf of the Director.

Interacts with water and wastewater regulatory bodies (EPA, ADEC, ADNR) to assist staff with meeting all regulations and requirements of the Borough.

Interacts with other Borough departments and represents the Borough when dealing with federal, state, and local agencies and media regarding utility operations and issues;

Serves on and leads various interdepartmental project groups and special project committees;

Assists with evaluation and planning to identify the best time to repair or replace equipment to gain maximum use at minimum cost;

Assists with development of Geographical Information System (GIS) implementation for all utility infrastructure.

Assists in formulating capital improvement plans, preparation and justification of departmental budget requests and administering adopted capital budgets;

Manages assigned capital projects from cradle to grave. Capital project duties include but are not limited to securing funding, completing permitting, procuring professional services in support of design/bid/construction, overseeing Bid or Request for Proposal processes, acting as the owner's representative during construction activities, project meetings and communications, inspecting projects as needed, closing out projects and verifying all requirements of funding sources are complete. May present project information to the Borough Assembly in public meetings upon request.

Oversees projects to ensure contractor compliance with plans, specifications, and time and budget parameters for projects;

Formulates policies for consideration by the Utility Director, Manager and Assembly, in consultation with departmental managers for maximum utilization of available financial resources through appropriate allocations of labor, equipment, contractors and vendors;

As assigned, participates in the review/approval of plans for private development projects for compliance with codes, regulations and standards, adequacy of permit applications and compliance with approved plans;

Updates and maintains "as built" record plans for sanitary sewer, water, and electric infrastructure owned by the borough;

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;

Mentors staff and enforces OSHA, NRECA and NEC safety codes as necessary;

Performs other duties as assigned.

### **Distinguishing Characteristics**

The work of the Assistant Director/Project Manager classification exercises knowledge of principles, practices and problems of utility operations and regulations; capital project/construction management; public administration; municipal finance, budget and control; leadership, personnel administration; federal, state and local laws; mechanical and electrical systems; municipal water and wastewater systems; FERC regulations and compliance; electrical generation and distribution systems;

The Assistant Director/Project Manager must have the ability to:

- Perform a broad range of supervisory responsibilities over others; evaluate technical information, statutes and regulations and arrive at valid recommendations based on the data;
- Communicate orally with customers, clients, and the public using a telephone or in a one-to-one or group setting;
- Comprehend and make inferences from written materials;
- Work cooperatively with others;
- Produce written documents with clearly-organized thoughts containing proper sentence construction, punctuation, and grammar;
- Provide leadership in implementing borough and department policies and programs;
- Work safely without presenting a direct threat to self or others; and
- Operate motor vehicles safely, possess a valid driver's license, and have an acceptable driving record.

### **Working Conditions**

Employee performs over 90% of duties in a seated position in an office environment. Employee may be exposed to physical hazard from heavy equipment or falling objects at the sites of capital

projects. Electrical hazards may be encountered at the power plant, hydroelectric facility, or substations. This job requires the employee to stand, walk, to use hands and fingers, to handle, feel or operate objects, tools or controls and to reach with hands and arms. This employee is required to sit, climb and balance; to stoop, kneel, crouch and crawl and to talk and hear. The job requires visual acuity, depth perception and color vision. There is an occasional requirement to lift and/or move up to 100 pounds. The noise level in the work environment is generally quiet, with exposure to higher levels of noise at construction sites or power generation facilities.

**Qualifications**

Must possess a current and insurable State of Alaska Driver’s License or be able to obtain one within 6 months of hire.

Be physically capable of operating motor vehicles safely.

Five years of responsible experience in planning, organizing, and directing a public utility or related operation, including three years in an administrative and supervisory capacity.

A bachelor's degree in public administration, construction management or a related field is desired.

Experience writing successful grant applications and working with state and/or federal agencies is desired.

Other combinations of education and experience may be substituted that demonstrate competency in the desired knowledge, skills, and abilities for this position.

Ability to establish and maintain effective working relationships with fellow employees and the public; work cooperatively with supervisors and display willingness to assist co-workers and subordinates.

**Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date