



CITY OF KENT JOB DESCRIPTION

UTILITIES MANAGER

Department: Service, Central Maintenance
Exempt, Unclassified

Reports to: Service Director
Updated: September 2019

RESPONSIBILITIES

Under the general direction of the Director of Public Service, the Utilities Manager is responsible for the overall operation of the City's utility infrastructure under the care of the Central Maintenance Division, encompassing water distribution, sanitary sewer collection, storm sewer collection systems and related vehicle/equipment maintenance used for City utilities construction, management, operation and maintenance. The Utilities Manager is the primary contact with Ohio EPA regarding issues with the City's distribution and collection utilities.

The Utilities Manager also coordinates with the Facilities Manager in oversight of the vehicle/equipment maintenance facility, is the backup of the Facilities Manager in their absence, and also may perform other duties assigned by the Service Director.

TYPICAL TASKS (Illustrative only)

The Utilities Manager supervises work crews engaged in construction, management, operation and maintenance duties of the Division's work programs relating to City utilities. Work programs consist of all seasonal major and minor jobs contributing to well maintained public utilities, advising employees regarding operations, related procedures, safety and use of equipment.

The Utilities Manager plans, develops and implements new methods and procedures designed to improve operations, minimize costs, and effect greater utilization of labor and material resources used for providing sustainable public utilities under their charge.

The Utilities Manager works closely with the Managers of the Water Reclamation Facility and Water Treatment Plant, their respective staffs, and with the City's Engineering Division relating to public utilities. The Utilities Manager administers all contracts entered into between the City and vendors relating to utilities maintenance as assigned by the Service Director.

The Utilities Manager may initiate work orders. Supervises and inspects work in progress to ensure quality work and to make certain that work order instructions are followed, verifying documentation of work completed. Monitors proper use of safety equipment and personal protection equipment by employees, and proper traffic safety work zone set up. The Utilities Manager may be required to perform other duties if an emergency situation(s) would arise.

The Utilities Manager evaluates Division employees on a regular basis, identifies training needs; develops internal on-the-job training and training procedures; arranges for external training programs as necessary for employee development and advancement. Prepares correspondence and reports as required; researches laws and/or policies, and analyzes past data in order to provide input for long-range planning and development of new procedures.

Performs technical work and prepares written reports and other administrative paperwork such as letters and memos transmitted to City staff and utility customers, the annual budget; initials all purchase orders; confers with the Service Director regularly to determine responsive utility service programs for the City; develops and implements administrative policy and procedures in conjunction with the Facilities Manager and Service Director. Attends meetings to represent the Service Director as needed.

In coordination with the Facilities Manager, oversees and manages an efficient, high quality vehicle and equipment maintenance facility. Provides for scheduling the flow of work within the vehicle and equipment maintenance garage, and oversees the daily work production of the staff at the vehicle and equipment maintenance facility.

The Utilities Manager oversees the processes necessary to sustain a well-built and efficiently running water distribution system, service connections, including meter inspection, reading, repair and backflow prevention devices, sanitary and storm sewer systems. Must maintain status as Operator of Record (ORC) with the Ohio Environmental Protection Agency (EPA).

NECESSARY KNOWLEDGE, SKILLS AND ABILITY

Demonstrated thorough knowledge of the methods, materials, tools, and equipment used in the construction, management, operation and maintenance of storm sewer, sanitary sewer and water distribution systems; ability to supervise the work of subordinates and suggest the necessary training when applicable; administrative skills related to the operation of the Division including budget preparation and monitoring; independent judgment reflecting good logic, common sense and technical ability related to work tasks; ability to establish and maintain effective working relationships with the general public, City officials and assigned staff; ability to prepare reports and maintain records; ability to use maintenance equipment; computer skills sufficient to gather, analyze and communicate specific to the operations under their direction.

Experience over several years resulting in the thorough understanding of the processes involved in the construction, management, operation and maintenance of municipal utilities; demonstrated experience in a supervisory capacity.

SPECIAL REQUIREMENTS

Possession of Ohio EPA Class II Water Distribution, Class II Sanitary Sewer Collection System license, and OTCO Backflow Certification at minimum.

Possession of a valid Ohio Class "A" Commercial Driver's License. Must have and maintain a good driving record as outlined in the City's Motor Vehicle Safety and Usage Policy.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This work requires the exertion of 50 pounds of force occasionally, up to 20 pounds frequently, and up to 10 pounds force constantly to move objects; work requires climbing, balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work is subject to inside and outside environmental conditions in all types of weather, noise, hazards, atmospheric conditions and chemicals.

ESSENTIAL FUNCTIONS

1. Initiates, develops and maintains preventive maintenance for equipment and related tools; and inventory control program for supplies, materials and equipment.
2. Prepares and monitors the Division's budgets, purchasing supplies and equipment; processes invoices for payment. Assists in developing short and long term plans for public works programs as it relates to the budget and capital projects.
3. Assists Service Director in reviewing, developing, and implementing policies, procedures and standards.
4. Assesses staff training needs; coordinates and/or provides staff training and development.
5. Performs duties of Facilities Manager as assigned during their absence and is available 24-hour a day for call during emergencies.
6. Operates hand and power tools and other mechanical equipment as needed in varying weather conditions and is required to use industrial chemicals typically found within the Central Maintenance Division.
7. Use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
8. Subject to inside and outside environmental conditions and weather, noise, hazards, atmospheric conditions and chemicals found in the Central Maintenance Division.

9. Responds to requests for information about City services and take appropriate actions to resolve issues.
10. Monitors and ensures compliance of divisional operations with relevant local, state, and federal regulations. Including maintaining status as Operator of Record (ORC) with the Ohio Environmental Protection Agency (EPA).

The duties listed above are intended only 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.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.