

## EXHIBIT B



### **CLASS SPECIFICATION**

**CLASS TITLE:** Deputy Utilities Director

**DEFINITION:** Under administrative direction, plans, organizes, directs and coordinates the programs and activities of the City's water operations and engineering divisions within the Utilities Department; participates in the management of solid waste recycling, and stormwater operations as required; manages and supervises staff, directly and through subordinates and administers the division budget; coordinates assigned activities with other City departments, divisions and outside agencies; provides highly responsible and complex professional support to the Department Director; may act as the Utilities Director in his/her absence; and, performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:** Reporting to the Utilities Director, this position functions at a senior management level of performance and exercises a broad range of independence within policy parameters and under minimal supervision. This single position classification is responsible for the planning, administration, implementation, and operation of assigned Utility divisions/work units and included functions, and programs. Responsibilities include the direct and indirect supervision of management, professional, technical and support staff.

**TYPICAL TASKS:** Duties may include, but are not limited to the following:

1. Plans, organizes, manages and supervises all assigned operational and administrative activities of the Utilities Department including engineering, capital improvements, water supply, water treatment, water distribution, as well as solid waste, recycling, stormwater and related special projects as required.
2. Participates in the development and implementation of Utility Department goals, objectives, work plans, policies, procedures and priorities and provides consultation to the Director on the development of operational programs, services, and projects.
3. Directs, supervises, and monitors assigned supervisory, professional, technical, maintenance, and clerical staff, either directly or through subordinates; assigns work and provides direction; evaluates employee work behaviors and products to ensure desired staff performance levels are maintained; processes personnel actions as appropriate including hiring, transfer, promotion, termination and discipline as needed.

## DEPUTY UTILITIES DIRECTOR

4. Monitors and evaluates the efficiency and effectiveness of City's operational service delivery methods and procedures; assesses work loads, work flow, administrative processes, and support systems to identify opportunities for improvement and reviews with the Utility Director; conducts a variety of organizational and operational studies and investigations, and develops or recommends modifications to programs, policies and procedures as appropriate; identifies operational problems and implements appropriate solutions.
5. Participates in the development and administration of the Utility Department annual budget including operating and capital improvements funding, recommended expenditure levels, forecasting of additional funds needed for staffing, equipment, materials, and supplies, and identifying opportunities to reduce costs; directs the monitoring and approval of expenditures and implements adjustments as necessary.
6. Directs, monitors and participates in current and future water supply planning and determination; oversees research, modeling, and feasibility studies to prepare accurate and timely water supply and cost estimates, projections, and forecasts; recommends and justifies annual water rates; oversees, monitors, and participates in the preparation and submission of the annual water rate update report and recommendations.
7. Interprets and communicates City codes and policies as well as local, state and federal regulations and guidelines relating to the treatment and distribution of potable water; develops and recommends changes to City codes and policies affecting water treatment and distribution operations to ensure regulatory compliance.
8. Provides responsible staff assistance to the Utilities Director; prepares and presents or directs the preparation of oral presentations and written reports to the City Council and other boards and commissions as well as state regulatory agencies and public and private groups; participates on a variety of boards and commissions as assigned; attends and participates in professional group meetings.
9. Responds to and resolves difficult and sensitive citizen inquiries and complaints related to assigned divisions and services and reviews designated claims against the City related to departmental operations activities and projects
10. May act in the absence of the Utilities Director as required.

### **MINIMUM REQUIREMENTS:**

**Education/Experience:** A typical way of gaining the requisite knowledge and abilities is: six (6) years of progressively responsible professional utilities operations or civil engineering experience to include three (3) years of administrative and supervisory responsibility coupled with the equivalent of a bachelor's degree from an accredited college or university with major coursework in public or business administration, environmental science, civil engineering or a closely related field. Experience in a municipal or public setting and a master's degree in business or public administration are desirable.

**Knowledge of:** principles, practices and methods of utilities operations and its administration; organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs; recent developments, current literature and sources of information regarding utilities operations, water treatment systems and services, solid waste and materials

## DEPUTY UTILITIES DIRECTOR

diversion, and water distribution systems; principles and practices of project management; advanced principles and practices of municipal budget preparation and administration, financial management and resource allocation; rate setting process for municipal water treatment and distribution; research methods and sources of information related to utilities; pertinent federal, state and local laws, codes and regulations; contemporary practices and methods of supervision, staff development, workforce management, leadership, and organizational and operational control; cost recovery techniques and fee structuring; and computer applications.

**Ability to:** manage, supervise, and coordinate municipal utilities operations, employees, programs, policies and operations; provide administrative and professional leadership and direction; recommend and implement goals, objectives, policies and practices for providing effective and efficient utility operations services; prepare and administer budgets; prepare clear and concise administrative and financial reports and presentations; analyze problems, identify solutions, project consequences of proposed actions and implement recommendations; research, analyze, and evaluate new service delivery methods, procedures and techniques; interpret and apply federal, state and local policies, laws, and regulations; communicate clearly and concisely, both orally and in writing; plan, direct, coordinate and supervise the work of supervisory, professional, technical, maintenance, and support staff; conduct staff training; communicate effectively and tactfully with diverse groups and individuals such as the public, developers, consultants, contractors, public agencies, and other organizations and businesses; utilize personal computers to perform word processing, spread sheet and specialized functions; administer budgets; establish and maintain effective working relationships with those contacted in the performance of required duties.

**Special Requirements:** Possession and maintenance of a valid California Class C Driver's License. Independent travel is required. Attendance at evening meetings and response to emergency situations necessitates work outside normal working hours. Registration as a professional civil or mechanical engineer in California is required.

Established: June 2018  
FLSA Exempt