

EXHIBIT A



CLASS SPECIFICATION

CLASS TITLE: Utilities Director

DEFINITION: Under administrative direction, plans, organizes, manages and directs the programs and activities of the City's Utilities Department, including acquisition, treatment, and conveyance of potable water, solid waste and recycling, and may include storm drainage and wastewater utility operations. This position formulates departmental policies, goals and directives; provides expert professional assistance to City management staff on Utilities matters; performs related work as assigned and serves as a member of the City's management team.

DISTINGUISHING CHARACTERISTICS: This single position class has department level responsibility for overall policy development, program planning, fiscal management and operation of varied functional areas related to City Utility operations, engineering and services. Reporting to the City Manager, the incumbent is responsible for developing and implementing department goals, objectives and work standards in addition to furthering City goals and objectives. The responsibilities include direct and indirect supervision of management, professional, clerical and other support staff.

TYPICAL TASKS: Depending upon assignment, duties may include, but are not limited to the following:

1. Develops and directs the implementation of goals, objectives, work standards and departmental administrative policies and procedures while implementing the goals, objectives, and values of the City; plans, develops, and evaluates new and improved operational methods; directs the preparation and administration of the department's budget.
2. Oversees the development, administration, and improvement of programs and strategies for protecting and enhancing the City's capacity, reliability, cost effectiveness, efficiency of operations, safety and quality of services, systems, facilities and infrastructure to meet current and future needs.
3. Directs the preparation of and personally prepares a variety of complex administrative and technical recommendations and reports; directs the maintenance of departmental records.
4. Monitors developments and trends related to department services and responsibilities, evaluates their impact on City operations and implements policy and procedure improvements to meet goals and objectives.
5. Works closely with the City Council, City Manager and members of other City departments and a variety of public and private organizations in developing programs and implementing projects to solve problems related to department issues.

CLASS TITLE: UTILITIES DIRECTOR

6. Represents the City to outside groups and organizations; participates in outside community and professional groups and committees; meets with members of the public including members of the business community and citizen groups to explain city policies, procedures, goals and objectives; negotiates agreements and resolve difficult City administration related problems and questions; reviews and respond to citizen complaints or request for information; acts as advisor to the City Manager on utility matters.
7. Determines priorities, reviews staff work and directs the development of management systems to evaluate policies and operating procedures for overall effectiveness; coordinates activities with those of other city departments and other public agencies.
8. Plans, organizes, directs, and evaluates all operations relating to utility operation, maintenance, construction, repair, service delivery, customer service, master planning, capital improvement design, utility rates setting, private development review and regional initiatives/strategic planning.
9. Performs utility rate structure analysis; directs studies and reports on proposed improvements, repairs, or changes in utilities.
10. Confers with and gives guidance to management and supervisors regarding matters effecting employer-employee relations; provides for the selection, work review and professional development of staff.

MINIMUM REQUIREMENTS:

Any combination of education and experience that provides the requisite knowledge and skills. A typical way to obtain these qualifications would be:

Equivalent to graduation from a four-year college or university with major coursework in engineering or a related field and four years of supervisory or administrative experience in a major public works and/or utilities setting which has included program planning, development and administration. Experience in a municipality and possession of an advanced degree are desirable. Must possess or obtain registration in California as a Professional Civil or Mechanical Engineer.

Knowledge of: Administrative principles and methods, including goal setting, program development and implementation and employee relations; principles and practices of municipal public works administration including civil engineering, traffic engineering, water treatment and distribution and facilities, parks and vehicle maintenance; engineering standards and legal guidelines for public works projects; applicable City, State and Federal laws, guidelines and standards; principles and practices of budget development and administration; and principles of business and engineering computer application.

Ability to: Plan, organize, administer and coordinate a variety of large and complex public works programs and services; plan, organize, assign, direct, review and evaluate the work of staff; select and motivate staff and provide for their training and professional development; develop and implement goals, objectives, policies, procedures, work standards and internal controls; analyze complex technical and administrative public works engineering, operational and maintenance problems, evaluate alternative solutions and adopt effective courses of action; prepare clear and concise reports, correspondence and other written materials; exercise sound independent judgment

CLASS TITLE: UTILITIES DIRECTOR

within general policy guidelines; establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions and City staff.

SPECIAL REQUIREMENTS: Must possess or be able to obtain a valid California Driver's license. Independent travel is required. Attendance at evening meetings and response to emergency situations necessitates work outside normal working hours.

FLSA: Exempt

Established: June 2018