

City of Lebanon, TN

Job Description Report

Job Title: UTILITIES DIRECTOR



Basic Information

Effective Date:	12/14/2020	Revised Date:	6/9/2021
Department:	Utilities	Supervises:	0
Classification:	Exempt/Salary	Pay Basis:	Salary
Reports To:	None	Pay Status:	FT Employee
Approved By:		Pay Frequency:	Bi-Weekly
Job Grade:	O	Salary Range:	\$51.43 - \$60.51

Job Description

The Utilities Director is an essential member of the City's leadership team and is responsible for leading a team of professionals with delivering quality, professional utilities services to the public. The City of Lebanon is known for providing outstanding services to the community and citizens of Lebanon. We are seeking highly professional, innovative and self-motivated candidates for this newly created role of Utilities Director. This position has been created due to the growth of our community and the need for a specialized department head to lead the utilities departments.

Reporting to the City Mayor, the purpose of this position is to plan, direct, manage, and oversee the activities, projects and operations of the Public Utilities Department including natural gas, water treatment and distribution, wastewater treatment and collection facilities of the City and sanitation and recycling services; and to provide highly responsible and complex administrative support to the City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, organizes, and directs the activities of the Department – natural gas system, water treatment and distribution system, and wastewater collection and treatment system and sanitation and recycling services.

Directs the work of and manages the staff of the Public Utilities Department.

Conducts frequent site visits and inspections of utilities departments, conducts regular staff meetings with utilities department managers.

Interviews and selects new employees; provides training and instruction; plans, coordinates, assigns and reviews work; acts on problems and concerns; evaluates performance and recommends disciplinary action.

Planning, organizing, and directing all activities and functions of the Public Utilities Department. Develops administrative and program standards for the various activities of the Public Utilities Department.

Coordinates the activities of the Public Utilities Department with other City departments and other public and private agencies.

Assists with policy development and adoption as they pertain to public utilities.

Develops, prepares, and administers the Department budget.
Evaluates and prepares utility rates, fees, and charges to ensure adequate funding of Department activities.
Prepares written reports and studies on departmental operations.
Directs long and short-range plans regarding the natural gas distribution, water treatment and distribution, and wastewater collection and treatment needs of the City.
Directs long and short-range plans regarding sanitation and recycling services for the City.
Develops programs, goals, and training courses for each of the various activities of the department.
Keeps records and makes reports concerning public utility activities.
Keeps abreast of current developments in the field by attending meetings, reading and holding individual conferences with comparable officials in neighboring jurisdictions.
Receives and responds to customer and citizen complaints, inquiries, and requests.
Develops department's operating and capital improvement budgets and monitors expenditures.
Interacts and consults regularly with Public Services Commissioner and Engineer Services Director to coordinate and plan infrastructure improvements to meet the needs of the City.
Communicate, consult with and interact with other department heads as needed.
Communication and implementation to comply with the requirements of local, state and Federal regulations and requirements.
Attend all City Council work sessions and meetings as required.
Provides technical assistance to other departments.
Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the principles and practices of civil and sanitary engineering as applied to the development, construction, and maintenance of natural gas distribution, wastewater collection and treatment systems, and water treatment and distribution systems.
Comprehensive knowledge of the principles and practices of public utilities administration and its specific application to the administration of natural gas, water and sanitary sewer service.
Comprehensive knowledge of management principles and techniques and ability to manage the operations of the department economically and efficiently to attain the desired results.
Ability to plan and direct varied sanitary and engineering operations in the field and office.
Ability to establish and maintain effective working relationships with local, State and Federal officials.
Ability to establish and maintain effective and professional working relationships with vendors, finance staff, other department heads, and governmental officials.
General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
Ability to prepare and maintain accurate and concise records and reports.
Ability to understand and effectively carry out verbal and written instructions.
Ability to communicate effectively with other members of the staff, supervisor, and the public.
Ability to communicate in both written and verbal form. Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations. Ability to define problems and deal with a variety of situations.
Ability to think quickly, maintain self-control, and adapt to stressful situations.
Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
Organizational and time management skills needed to meet deadlines.
Must have ability to work accurately with attention to detail.
Ability to maintain confidentiality.
Ability to work the allocated hours of the position.

Basic Minimum Qualification Requirements

Education	Bachelor's degree in Business or Public Administration, Engineering, Chemistry, or a closely related field is required.
Experience	Minimum of ten (10) years recent work experience of an increasingly responsible nature in the construction, operation, and maintenance of a municipal utility, including some experience in a natural gas utility; or an equivalent combination of education, experience, and training. Minimum of five (5) years of relevant management experience is required.
Driver's License	Must have a valid Tennessee Driver's License and clear motor vehicle records. Or ability to obtain a Tennessee Driver's License within 30 days of hire.
Residency	Must reside in Wilson County, TN or in the City of Lebanon within 180 days of hire.

Physical Requirements

Reasonable Accommodations	<i>Reasonable Accommodations: It shall be the responsibility of the City of Lebanon Public Services Department to assess the type(s) of reasonable accommodations which may be necessary to allow the individual to perform the essential functions of this position and to provide such necessary reasonable accommodations to a qualified individual with a disability, provided that nothing herein shall be construed to require the provision of reasonable accommodations if doing so will impose an undue hardship on the employing agency or a direct threat to the safety of himself/herself or others.</i>
Work Environment	While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals. Occasionally is in an office setting. The noise level in the work environment is usually moderate to loud. This position is subject to call out (working after normal hours and days). This position is a safety sensitive or security position.
Physical Demands	This is moderate work requiring the exertion of up to 50 pounds of force occasionally, up to 25 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, reaching, standing, walking, and grasping; vocal communication is required for expressing or exchanging ideas by means of the 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, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Additional Information

The hiring salary range is \$106,980 to \$125,865 DOQ.

The City of Lebanon provides all regular, full time employees with an outstanding benefits package that includes 12 paid holidays, a generous PTO plan. We offer zero premium health plans for employee and family, plus vision, dental, life, disability and a retirement package that includes pension and 401k through the State of Tennessee Consolidated Retirement Systems (TCRS) and Empower Retirement.

Disclaimer

HR Signature / Date

Hiring Manager Signature / Date