

City of Portland, TN

Career Opportunity – Assistant Utilities Director - Full-time

The City of Portland is accepting applications for the position of Assistant Utilities Director until filled.

JOB SUMMARY: This employee is under the direct supervision of the Utilities Director. This employee aids the Utility Director in his responsibility for the management of the Natural Gas operations, Water and Wastewater operations. The employee will operate a truck and cellular phone for constant communication access. In absence of the Director, the Assistant Director shall be in direct charge of the Department of Utilities. The Assistant Director may attend Council meetings to present budgets, activity reports, and plans for future activities at the direction or in the absence of the Utilities Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

- Helps the Director to plan, develop, and coordinate departments providing water, sewer and natural gas services;
- Studies and performs strategic planning, organizing, and coordinating of the activities of the water, sewer and natural gas departments and makes recommendations to the Director improve the economy, efficiency and quality of same.
- Responsible for utility plan reviews in accordance with the City's standard specifications for water and sewer.
- Responsible for in house engineering of all City utility projects.
- Aids Director in the acquisition of natural gas supplies and purchase of natural gas for present and future use;
- Directs personnel at the discretion of the Director. Performs managerial duties in accordance with department policies and applicable laws including interviewing, hiring, training employees; planning, assigning, and directing work; corrective action, performance counseling and problem resolution.
- Assists in writing specifications, compiling cost estimates and recommendations to the Director;
- Maintains contact with consultants and reviews their work for the City;
- Aids in planning long term programs concerning construction of capital projects, reading and adjusting blue prints and outlining projects to conform to specifications;
- In direct charge of administrative record keeping for PDU;
- Develops and reviews the contractual specifications for bidding capital improvement projects;
- Reviews and revises annual bids used in the department;
- Directs and performs inspections of contract work, determines compliance and recommends acceptance or non-acceptance of the work to the Director;
- Plans, schedules and delegates work assignments from Utilities Director and evaluates finished work of supervisors and workers;
- Participates and makes recommendations in personnel matters related to interviewing and selecting employees, appraising productivity and efficiency of employees, reviewing performance evaluations, handling employee complaints, discipline and/or termination and offering assistance and coaching to employees;
- Plans and recommends improvements in the activities under his/her supervision;
- Maintains satisfactory public relations through courteous and prompt attention to complaints;
- Performs other duties as may be directed by the Director;

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Knowledge of modern methods, materials, equipment and practices related to the operation, construction and maintenance of water distribution systems, water treatment plant operations, wastewater treatment plant & collection systems, and natural gas distribution systems;
- Knowledge of the principles, practices and techniques utilized for management of municipal departments;
- Knowledge of principles and practices of construction and maintenance supervision;
- Knowledge of materials and equipment used in public utilities maintenance and construction work

- Knowledge of elementary principles and practices of civil engineering as they apply to construction and maintenance of utilities and other public facilities;
- Knowledge of state and federal laws governing water and wastewater operations and natural gas operations;
- Ability to plan, organize, assign, supervise and inspect the work of subordinates;
- Ability to make recommendations to provide more efficient and effective operations;
- Ability to keep routine operational and personnel records and make reports;
- Ability to express ideas and information clearly, concisely and effectively both verbally and in writing;
- Ability to establish and maintain an effective working relationship with the members of the public, consultants, and other city employees;
- Other duties may be assigned

EDUCATION and/or EXPERIENCE:

- A Bachelor's degree from an accredited college or university in Business Administration, Industrial Management, Political Science, Civil Engineering or related field is required; AND/OR
- 4+ years of work experience at in a combination of Public Works, Utilities operation and Management; AND
- A combined 2+ years of experience in water treatment, water distribution, wastewater treatment, wastewater collections, natural gas operator qualifications, and OSHA , preferred, but not required;
- Must pass a post-offer, pre-employment physical examination, drug test and background check as well as be covered under Research and Special Programs Administration (RSPA) regulations which require pre-employment and random drug screenings and breath alcohol testing;
- Must have an excellent work and attendance record.

LICENSES & CERTIFICATIONS:

- Licensed as a Professional Engineer in the State of Tennessee, or possess comparable PE license with ability to obtain State of Tennessee licensing within city-approved time frame preferred, but not required;
- Valid driver's license required;
- Preferred certifications in: Water Treatment; Wastewater Treatment; Water Distribution System Operator; Wastewater Collections System Operator; Natural Gas Operator Qualifications and Engineering.
- Natural gas operator qualifications preferred.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess the dexterity and fitness sufficient to grasp, crouch, bend, stoop, climb, stretch, walk, and otherwise perform the physical functions of the job. The employee is regularly required to see, talk, and hear and perform the physical activities marked below. Ability to occasionally perform heavy manual labor. Frequently requires working under extreme weather conditions for long periods of time

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This employee will primarily work inside in an office environment, temperature controlled, well-lit with low noise levels but occasionally works outdoors and may be exposed to machinery with moving parts, noise, fumes, and chemicals, extreme conditions of weather Employee must wear required Personal Protective Equipment (PPE).

How do I apply? An application and job description may be obtained from the receptionist at Portland City Hall, Monday through Friday, 8:00 AM to 4:30 PM, or by clicking this link: [City of Portland Application](#).

Completed applications and resume, if available, must be returned to City Hall Receptionist or faxed to 615-745-5453 until filled.

Portland City Hall
Attn: Human Resources
100 South Russell Street
Portland, Tennessee 37148

Pre-employment background screen, post-offer/pre-work drug screen and physical required.

The City of Portland is an equal opportunity employer.