



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Utilities Director	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Utilities	<b>GRADE:</b>	D2
<b>REPORTS TO:</b>	County Manager	<b>DATE:</b>	10/06/2016

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### **SUMMARY OF JOB PURPOSE:**

Responsible for managing, coordinating and directing the operations, staff and business activities of several water and sewer districts within the County.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Supervises the daily on-site operation, technical direction and supervision of the water distribution system, the sewage collection system, water treatment plant and the wastewater treatment plants; provides direction, advice and support to staff; investigates and resolves complaints and concerns regarding the operational services.
- Manages the daily operation of the utilities business office, water and sewer plants, water distribution, and sewage collection systems; provides direction and support to staff and advice and consultation to the County manager on water and sewer utilities matters; investigates and resolves complaints and concerns regarding departmental services and billings; supervises the preparation of operations and business reports to various agencies; acts as liaison with other government agencies and the public on water and sewer system matters.
- Estimates department revenue and expenditures; writes justifications for rate changes and for expenditure budget requests; monitors revenue and expenditures to assure compliance with budgets; accounts for variances between projected and actual revenue and expenditures.
- Administers new construction and major repair projects from the development stage through project acceptance by the County; reviews and approves project designs; prepares estimates for the cost of labor and equipment; administers contracts; inspects projects for conformance with specifications.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## UTILITIES DIRECTOR

### **ESSENTIAL FUNCTIONS:** (continued)

- Analyzes proposals and develops recommendations to the County Manager regarding policies, programs, systems expansions and acquisitions; analyzes information pertaining to division operations, including policies, programs, methods, budgets, staffing, organization, water rights and capital needs; writes reports and correspondence for government agencies, members of the community and other county management staff.
- Makes oral and written presentations to the Board of Commissioners and to other public and private groups; provides information to the news media and the public regarding division operations; represents the department and the County with other government agencies and in meetings with the public.
- Analyzes proposed legislation and administrative regulations for their impact on division and County operations; participates in the lobbying process by presenting testimony to appropriate bodies.
- Inspects facilities and observes field operations to assess conditions, needed work, and staff work performance; trains and participates in the field work; responds to emergencies and handles peak work-loads by assessing needed repairs; and working with others to repair lines, pumps, valves, treatment facilities, and telemetry equipment as needed.
- Contributes to the efficiency and effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

### **QUALIFICATIONS:**

*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.*

### **Education and Experience:**

High School diploma/GED; AND ten(10) years of water and sewer treatment systems, or water distribution and sewage collection systems experience, five (5) years of which were in a managerial/supervisory role; OR an equivalent combination of education, training and experience.



## UTILITIES DIRECTOR

### Required Knowledge and Skills

#### Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles of utility rate setting.
- Materials, equipment, and tools used in water and sewer utility operation.
- Laws and regulations which pertain to water rights, water and sewer system operations, and water and sewer system design.
- Water quality standards with detailed understanding of cross connection control .
- In-depth understanding of Nevada ground & surface water rights management.
- Current technologies used by municipal water and sewer systems.
- Occupational hazards and safety practices related to water and sewer system operations and maintenance.
- Applicable federal, state and local laws and regulations.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

#### Skill in:

- Supervising programs, projects and staff.
- Training others in policies and procedures related to the work and providing for their professional development.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Planning, organizing and administering a complex program of utilities operations.
- Interpreting, applying and explaining complex codes, ordinances and regulations related to the areas of responsibility.
- Using initiative and independent judgment within general policy guidelines.
- Overseeing and performing complex problem definition and resolution activities.
- Setting priorities, coordinating multiple activities and meeting critical deadlines; reading and interpreting plans, specifications and contracts.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Reading and interpreting manuals, specifications, drawings and blueprints.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.



## UTILITIES DIRECTOR

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Driver's License.
- Valid certifications for management of operations and maintenance of water production, treatment and distribution systems, and for sewer treatment and collection facilities of the type and capacity operated by Lyon County.

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

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

Mobility to work in typical office and field construction settings and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; agility to traverse terrain and construction sites; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and radio systems.

Work is subject to exposure to extreme weather conditions, hazardous chemicals, electrical currents, gases, dust and noxious odors.