

CITY OF GLADSTONE POSITION DESCRIPTION

Class Title: Public Works Utility Manager **Range Number:** 47-NR
Department: Public Works **FLSA Status:** Exempt
Date: September 2022 Non-Represented

GENERAL STATEMENT

The Public Works Utility Manager manages programs for utilities, including Water, Wastewater and Storm Water Systems Maintenance, Water System Operations, and Cross Connection Control. Maintains full regulatory compliance in assigned areas, including maintaining local, state and federal certifications including the Department of Environmental Quality and/or Oregon Health Authority. May act as department head in absence of the Public Works Director.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Normally, supervision is not a responsibility of this position. While acting in the absence of the Public Works Director supervision will be limited to supervisors and administrative staff and only provided to line staff as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs all duties in conformance with appropriate safety and security standards.

Supervises and coordinates the construction of projects; ensures conformance with contract plans and specifications; approves progress payments; negotiates and approves change orders.

Reviews and approves site plans, design drawings and construction plans prepared by consultants.

Inspects work completed by contractors to ensure adherence to specifications and Gladstone Public Works standards.

Communicates regularly inside and outside of the organization to exchange ideas and gather information, such as information on comparable practices and policies.

Reviews planning, scheduling and programs in functional areas engaged in the operation, maintenance and repair of: potable and recycled water systems, SCADA, water quality assurance, meter services, conservation, cross connection control, sanitation system operations including the fat, oil and grease (FOG) program, storm water and wastewater collections.

Ensures appropriate maintenance of records, regulatory reports and correspondence; provides technical and professional support to operations and staff.

Researches, develops and recommends new programs or program improvements. Manages the development implementation and administration of programs, plans and policies.

Provides technical services as needed, including managing the more difficult, demanding or sensitive issues. Performs work of staff in program area as necessary to accomplish program goals.

Serves as a member of the department management team.

Provides input for the departmental budget.

Participates in the Emergency Management program including planning, classes, training sessions, exercises and emergency events as required.

May coordinate and review private contractor and in-house design plans for projects for compliance with codes, standards and operational needs.

May serve as liaison with federal, state, regional and local organizations, advisory board(s), committee or other city board and commissions. Represents the city with neighborhoods, civic and business organizations on community outreach matters.

PERIPHERAL DUTIES

Serves on or provides support to a variety of committees, task forces and advisory groups.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent. Two (2) years of post-secondary education in Engineering, Construction, Business or Public Administration, or a related field.

Five (5) years of experience, two (2) years of which were lead or supervisory in nature and included budgeting experience related to the construction, repair and maintenance of municipal infrastructure, specifically: water distribution, wastewater collection, street, and storm drainage systems. Two (2) years of contracting experience preferably with emphasis in construction contract for capital projects, or demonstrated skill in the application of Oregon Public Contracting Law.

Satisfactory combinations of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential job duties may be considered.

Special Requirements:

Completion of Public Agency Work Zone Traffic Control training, receipt of a Flagger Certification card and First Aid/CPR Certification. Certification as a Cross Connection Specialist, Water Distribution System Operator 2 and/or Wastewater Collections System Operator 2 or ability to obtain such certifications within a time frame established by the Public Works Director.

Knowledge, Skills & Abilities:

- Through knowledge of equipment, facilities, materials, methods and procedures used in construction of public works projects.
- Working knowledge of pertinent federal, state, and local laws, codes and regulations.
- Working knowledge of recent developments, current literature and sources of information regarding right-of-way and construction.
- Working knowledge of methods, materials and techniques used in the construction of roadway, drainage and bridge projects.
- Working knowledge of fiscal management, expenditure control and recordkeeping.
- Working knowledge of management practices and principles.
- Skilled in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Skilled in providing timely, effective and efficient customer service to the general public, clients and other employees.
- Skilled in computer operation and proficiency with word processing; spreadsheets, databases, electronic communications, and other Microsoft applications.
- Skill in preparing and presenting staff and compliance reports.
- Ability to understand and carry out written and oral instructions.
- Ability to utilize computer for record keeping, reports, and operation of maintenance programs.
- Ability to communicate and convey information effectively both orally and in writing with the public, members of outside agencies, and employees.
- Ability to establish and maintain positive and cooperative effective working relationships with staff, public officials, outside agencies and the general public.
- Ability to work safely and to wear task appropriate personal protective equipment and safely operate vehicles and equipment.

TOOLS AND EQUIPMENT USED

Motorized vehicles. Personal protective equipment. Personal computer, standard office equipment and communication devices.

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 accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; talk and hear; and, drive City vehicles. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close

vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. Employee is required to wear task appropriate personal protective equipment. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Created: September 2022