

CITY OF GLENDALE

TITLE:	Utilities Director	CLASS CODE:	979
REPORTS TO:	Deputy City Manager - Public Works	GRADE:	55
DEPARTMENT:	Utilities	FLSA:	E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Plans, organizes and directs the activities and staff of the Utilities Department, including water plant operations.

ESSENTIAL FUNCTIONS:

1. Plans, organizes and directs the activities and staff of the Utilities Department.
2. Provides administrative and policy direction to superintendents and divisions regarding water production, wastewater treatment, water conservation, industrial waste and customer service functions.
3. Plans and implements departmental budget, programs and projects.
4. Prepares reports to the Deputy City Managers, City Manager and City Council and serves in an advisory capacity to the City Manager, staff and City Council on water and wastewater matters.
5. Studies technical materials and prepares and presents oral and written reports for management review.
6. Serves as City of Glendale's representative on various committees and regulatory matters.
7. Researches and implements policies and procedures to facilitate utility operations and programs.

SECONDARY FUNCTIONS:

8. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Principles and methods of water and wastewater treatment.
Engineering methods in design of water and wastewater facilities.
Regulatory environment and its effect on the operation of water and wastewater facilities.
Management practices and procedures.

Ability to:

Effectively plan, organize and direct the activities of the Utilities Department.

Communicate effectively, verbally and in writing.

Establish and maintain effective working relationships with subordinates, superiors and others.

Effectively manage, train, develop and evaluate staff.

Develop and administer a department budget.

WORKING CONDITIONS:

Office Setting

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Environmental Sciences, Sanitary or Civil Engineering or related field, and five years administrative experience in water and wastewater utilities, preferably in the public sector, including three years of management experience. Master's Degree is preferred.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Grade 4 Water and Wastewater Treatment Plant Operator's Certification from the State of Arizona.

Residency in the City of Glendale within 12 months of appointment.