



Job Description

JOB TITLE: Public Works & Utility Manager

DEPARTMENT: Water and Gas

FLSA: Exempt

REPORTS TO: Mayor

SUPERVISES: Water and Gas Department

Job Summary:

Performs professional work of a difficult and highly responsible nature in connection with directing the activities of the Public Works and Utilities Department, including, Water & Gas Departments

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Evaluate division operational and organizational needs; provide presentations and recommendations to the City of Booneville leaders concerning Water & Gas operations, planning, and growth.
- Establish work procedures; plan and organize staff workloads and assignments with Department Directors
- Train, motivate, and evaluate staff.
- Manage employee training and development as well as disciplinary action.
- Manage a broad range of activities for a variety of municipal systems.

- Coordinate with City Engineer for development plans, specifications, reports, and other appropriate documents.
- Provide construction and project management plans with Department Directors; perform periodic routine inspections and monitoring of work/project sites during and upon completion for adherence to established regulator practices, work orders, and assigned objectives.
- Maintain and facilitate effective communications with regulatory agencies, advisory boards, the City of Booneville Department heads, staff, and other entities.
- Implement State and Federal regulatory standards concerning potable Water & Gas distribution and processes.
- Present complex engineering reports, correspondence, analysis reports, technical studies, staff reports, grants, ordinances, and resolutions; deliver oral presentations.
- Manage a portion of the Capital Improvement Program and various capital improvement projects; Prepare plans, specifications, cost estimates, and project budgets.

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- Develop and present operating, maintenance, and capital budgets for divisions under charge.
- Monitor budgets for adherence to established budgetary parameters.
- Prepare, review, and approve technical bid specifications for operations and maintenance needs.
- Implement and monitor adherence to established safety regulations and practices for facility operations.
- Respond to concerns, inquiries, and complaints from the general public in both oral and written contexts; provide information, assistance, and/or resolution accordingly.
- Perform technical research, field analysis, and inspection.
- Perform other job duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE

Minimum Education: Associates Degree Education Accounting, business or related area

Experience (yrs.): Three (3) years previous experience and/or training that includes customer relations, general business and/or accounting required; or any equivalent combination of education, training, and experience

Substitutions Allowed for Education: None

Substitutions Allowed for Experience: None

KNOWLEDGE, SKILLS, AND ABILITIES

- Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.
- Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Manages difficult or emotional citizen situations; Responds promptly to citizen needs, Responds to request for service and assistance; Meets commitments.
- Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Managing people – Includes staff in planning, decision-making, and facilitating; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Continually works to improve supervisory skills.
- Follows policies and procedures; Completes administrative tasks correctly and on time; Benefits organization through outside activities.
- Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality Applies feedback improve performance; Monitors own work to ensure quality.

PERFORMANCE APTITUDES

- Language Skills: Ability to read, analyze, and interpret financial reports, and legal documents. Ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to Mayor and the Board of Aldermen.

- **Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- **Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

- **Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.
- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.
- **Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

The above essential duties are representative of major duties of positions in this position. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills, and abilities required for the job. Not all of the duties may be assigned to a position.

The City of Booneville, Mississippi, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.