

City of Monett
POSITION DESCRIPTION

JOB TITLE: General Manager of Utilities
DEPARTMENT: Utilities
SALARY RANGE: Payroll – Level 16
IMMEDIATE SUPERVISOR: City Council

ESSENTIAL FUNCTIONS

I. Project Activities.....25 % of Time

- A. Develops the strategic plan for all aspects of the utilities for review by City Council anticipating trends and preparing City and partners for the trends.
- B. Assess the need to shut off utilities with the intent to minimize effects of damage, assuring for public safety, and minimizing loss.
- C. Determines the plan of corrective action, assuring for thoroughness. Sets priorities between multiple projects.
- D. Communicates with Mayor and City Council and/or completes a log entry documenting the incident and the reaction to the incident.
- E. Communicates and coordinates with the public regarding damage liability, complaints, questions, and the clarification of City policies, assuring for professionalism.
- F. Reviews for approval or disapproval all plans for subdivisions, industrial expansion, and all utilities infrastructural changes.
- G. Responds to requests by Mayor and City Council in an accurate, complete and timely manner.

II. Supervisory Activities.....20 % of Time

- A. Oversees and supervises assigned staff. Provides orientation, encouragement, coaching, and provides training for subordinate staff.
- B. Receives feedback, conducts an analysis, Recommends and carries out

necessary corrective action, including terminations, assuring for professionalism.

- C. Completes reports on job related injuries and distributes the reports assuring for accuracy and timeliness.
- D. Focuses on safety issues and ensures that safety issues and safety considerations remain a priority at all times.
- E. Reviews and coordinates all departments' work assignments, assuring for the best use of all resources and communication.
- F. Completes and distributes monthly reports assuring for timeliness and accuracy.
- G. Hire qualified, skilled individuals and conducts orientation sessions for all direct-report employees, Acts as a role model.

III. New Line Activities20% of Time

- A. Receives notification regarding a new project. Reviews all needed blue prints, supplies, and equipment. Assures that project is in concert with strategic plan.
- B. Receives plans for the construction project. Completes the required notifications to departments assuring for compliance with applicable laws and rules as well as facilitates communication.
- C. Coordinates and communicates with local contractors assuring for compliance with job specifications, standards of quality, and handling disputes.
- D. Plans and approves the optimal design for “locates” and new construction projects assuring for budget optimization.

IV. Equipment and Budget Activities10 % of Time

- A. Maintains an awareness of all the needed supplies and equipment required for daily operations.
- B. Reviews restock/supply requests for supplies and equipment.
- C. Assists with the budget process for the Electric, Water, Wastewater, Fiber, HAZ-MAT, Mechanic, and Safety Department.
- D. Provides details if budget variances occur and assists in bringing operations back into compliance with budget as needed.

II. Public and Interpersonal Activities25 % of Time

- A. Maintains a positive public persona. Participates in public service activities. Remains accessible to the public, assuring for the best public relations for the City.
- B. Maintains memberships in professional organizations and associations as related to City activities.
- C. Prepares or assists in preparation of Federal and State grant applications.
- D. Serves as key account representative and acts as the primary contact for major utility customers.
- E. Establishes and maintains close working relationship with regulatory staff of Federal, State, and local agencies regarding the operation of those regulated entities within the City's utilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above average accessibility of all work sites required for the position.
- ◆ Above average exposure to weather and temperature extremes.
- ◆ Above average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above average exposure to work safety hazards.
- ◆ Above average amount of overtime/extended work hours.
- ◆ Average exposure to dust.
- ◆ Above average exposure to loud noises.
- ◆ Above average exposure to darkness.
- ◆ Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 50 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.

- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Engineering or related technical science degree or 10-15 yrs hands on in all facets of Utilities
- ◆ Valid Missouri drivers license.
- ◆ Computer skills including but not limited to Microsoft Word and strong working knowledge of Microsoft Excel spreadsheet applications.
- ◆ MDNR Water Distribution and Wastewater Operator Licenses
- ◆ Minimum 5 yrs supervisory experience

MENTAL EFFORT

- ◆ Normal concentration.
- ◆ Normal memory.
- ◆ Normal complexity of decision-making.
- ◆ Above normal time pressure of decision-making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

COMMUNICATION

- ◆ Above average verbal communication.
- ◆ Above average written communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.