

**CLASSIFICATION SPECIFICATIONS
PUBLIC WORKS/UTILITIES ADMINISTRATOR**

DEFINITION

This is the Department Head management classification for the City's Public Works Department.

Under administrative direction, plans, organizes, directs, and manage the Public Works Department of the City of Colusa. Acts as the Chief Plant Operator and primary advisor on utilities, utilities maintenance and service issues for the City of Colusa.

SUPERVISION RECEIVED / EXERCISED

Receives general direction from the City Manager. Exercises direct supervision over Public Works Superintendent and all Utilities Personnel.

ESSENTIAL DUTIES

NOTE: The following are duties performed by employees in this classification. However, incumbents may perform other related duties at an equivalent level.

Plans, organizes, and manages the City's Public Works and public utilities operations, functions, and services; works with the City Manager in the development of policies, goals, and objectives; coordinates capital improvement projects with engineering consultants; reviews and approves water and waste water reports prior to sending to the state regulatory agencies; supervises, and manages the City's water distribution, wastewater collection, and wastewater treatment functions; Provides supervision, training, and work evaluations for department staff; reviews department operations and develops and implements organizational changes to maintain service goals and objectives; evaluates needs and develops plans for long range maintenance and upkeep of City Public Works and utility facilities; gathers information and develops studies, reports, and recommendations, related to public works and utility operations and services; works with the Finance Director to develop the department's budget and makes presentations justifying expenditure levels; monitors on-going budget expenditures and initiates transfers, as needed; attends Council meetings; interprets and applies City policies, procedures, rules, and regulations for department staff; investigates and follows-up on complaints and concerns regarding Public Works and Utility operations and services; has overall responsibility for the proper servicing and maintenance of the City's infrastructure including vehicles and equipment; works with other City management to develop fees for enterprise services; oversees the development of Department activity reports and reports required by other government agencies; develops and implements processes to set goals and objectives for a variety of services and functions; provides advice and support for department staff; provides a variety of consultation to the City Council; represents the City and the Department with citizens, community organizations, and other government agencies.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the knowledge and abilities listed below are related to job duties as defined under "Essential Duties."

KNOWLEDGE OF:

- Principles of budget development and monitoring;
- Principles and techniques of team management, supervision and training;
- Principles and practices of operation and maintenance of water and wastewater systems;
- Record keeping and reporting procedures;
- Equipment, tools and materials for Utilities operations, maintenance, and repair work;
- Laws, rules, regulations, and compliance requirements of water and wastewater systems;
- Principles and methods of preventive, corrective and emergency maintenance programs;
- Safe work practices and OSHA compliance procedures;
- Principles and practices of the operation and maintenance of the streets and parks department.

ABILITY TO:

- Develop budgets and control expenditures;
- Plan, organize, and direct the maintenance and operation of City utility systems and public works;
- Manage, supervise, train, and evaluate the assigned staff;
- Communicate effectively both verbally and in writing;
- Use a variety of hand and power tools in the repair and testing of utility equipment;
- Understand and apply knowledge of hydraulics, mechanical and electrical work;
- Estimate labor, material, costs and other requirements for major maintenance projects;
- Maintain detailed and accurate records and reports;
- Deal tactfully and courteously with the public;
- Establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Five (5) years of increasingly responsible work supervising or managing a public wastewater and water system, and a combination of training and experience that would demonstrate possession of the above knowledge and abilities. Additional years of experience in wastewater and water may substitute for the knowledge and abilities associated with road, facilities, and park maintenance.

SPECIAL REQUIREMENTS:

- California Grade III Wastewater Treatment Plant Operator Certification. Under special circumstances the person may be deemed qualified if they have passed the Grade III Operator Certification Exam, are within 6 months of obtaining their time in grade requirement for certification, and the City has sufficient coverage to meet regulatory requirements for those 6 months;
- California Distribution Operator Grade II Certification;
- California Water Treatment Operator Grade II certification;

- Class B California Driver's License;
- Cross Connection Specialist Certification

PHYSICAL REQUIREMENTS

- **Environmental Conditions:** Work is performed in both the typical office environment and a variety of different outdoor environments with exposure to varying weather conditions including high temperatures, rain, and wind on a year-around basis; Work is performed with exposure to hazardous materials, smoke, gasses, and fumes; with exposure to hazards such as, moving machine parts and live electrical current Frequent, occasional exposure to loud noise.
- **Mobility:** Occasional performance of heavy manual labor; Occasional standing or driving for long period of time; Occasional climbing, bending, stooping, crawling, and squatting.
- **Lifting:** Occasional lifting up to 50 pounds.
- **Vision:** Constant use of overall vision.
- **Dexterity:** Frequent grasping, holding, and reaching.
- **Hearing/Talking:** Frequent hearing and talking in person and on the phone.
- **Emotional/Psychological:** Frequent decision-making and concentration; frequent contact with other staff, outside agencies and the general public; occasional working alone.

Collective Bargaining Unit Designation: Department Head
Probation: 12 Months, subject to extension
FLSA status: Exempt