



Class Description

Class Title: GENERAL MANAGER PUBLIC UTILITIES

Class Code: 250

General Description

The purpose of this job within the organization is to manage the full scope of business of the Public Utility Division including water and wastewater services.

This job works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job. Management may assign additional functions related to the type of work of the job as necessary.

Essential Functions:

Provides quality and timely decision making in engineering, construction, billing, and maintenance of public utilities combined with sound business practices.

Manages the performance and accountability of employees in delivery of services, shared resources, and projects on time and on-budget with emphasis on safety, collaboration, and customer service.

Supervises and coaches staff.

Provides excellent communication skills.

Prepares budget and recommends funding. Seeks grants, other opportunities working with neighbor utility departments for mutual aid.

Attends meetings in department, other City locations, outside public works/utilities locations, with citizens, local state and federal agencies.

Provides final conflict resolution for customer disputes.





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Additional Duties:

Establishes organization chart; coordinates and establishes job interviews and recommends hire.

Establishes and coordinates needs for training, safety and necessary equipment.

Develops budget and funding recommendations for budget.

Maintains extensive contact with the public, media, citizen groups, local, state and federal officials.

Collaborates with the General Manager for street operations for emergency response and work during inclement weather, disaster response, emergency operations, and provides shared resources (staff and equipment) to the City as needed.

Speaks to City Council on an as-needed basis in support of on-going projects, information and updates regarding issues of joint concern throughout the daily functions of a thriving Utility Division delivering safe and clean drinking water to the City of Petersburg.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Plans and directs others in the sequence of major activities and report on operations and activities which are very broad in scope.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.





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Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money or supervising the purchasing of high value materials, supplies and equipment, or for providing routine legal counsel.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations; concepts of analytic geometry, differentiation and integration of algebraic functions; statistics applying such functions as frequency, distribution, reliability, validity and correlation techniques; finance and economics using financial and econometric models.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads professional literature and technical manuals; speaks to groups of employees, other public and private groups; writes manuals and complex reports.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Decision-making is a significant part of the job, affecting a large segment of the organization and the general public; works in a dynamic environment, responsible to assist in developing policies and practices.





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Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is serious – affects most units in organization, and may affect citizens.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Develops and implements long-range capital plans and programs to support the goals and objective of the organization.





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Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Bright/dim light; dusts and pollen extreme heat and/or cold; wet or humid conditions; extreme noise levels, animals/wildlife vibration; fumes and/or noxious odors traffic; moving machinery electrical shock; heights; radiation; disease/pathogens toxic/caustic chemicals; explosives and violence:

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.

Requires no responsibility for the safety and health of others.

Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in public administration, business, civil engineering, or related field.

Requires seven years of management experience. An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the position.

Preferred Qualifications: Professional Engineer License.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance

The City of Petersburg is an Equal Opportunity Employer. ADA requires the City of Petersburg to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

