

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

UTILITIES DIRECTOR

Supervised by: Township Supervisor
Supervises: All departmental employees

Position Summary:

Under the general direction of the Township Supervisor is responsible for directing and supervising the administration, operation, repair and maintenance of the Township's public utility system (i.e. water and sewer lines and services).

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, directs, supervises, and participates in the operations of the water distribution, wastewater collection, and stormwater collection systems, and the maintenance of related equipment, buildings and grounds.
2. Directs the recruitment and hiring of personnel. Monitors work and personnel, evaluates performance, mentors, and oversees training and professional development. Takes disciplinary action according to established procedures.
3. Oversees the monitoring of utility facilities operations, including lift stations, water booster stations, water tower, sanitary sewers, water mains, and other components of the utilities infrastructure, to ensure proper functioning.
4. Keeps operational and service records and prepares reports for submission to appropriate state and local agencies as well as Township officials.
5. Provides leadership and direction in the development of short and long range plans. Recommends and oversees the expansion of and improvements to the water and/or sewer systems.
6. Analyzes and evaluates operations and maintenance functions. Initiates or recommends changes to operating procedures to maximize the efficiency of the division and comply with applicable regulations.
7. Prepares and ensures adherence to the department's annual operating budget.
8. Oversees the purchase of supplies, equipment, and materials utilized in water and sewer distribution and collection. Develops specifications for major equipment and material purchases.
9. Acts as a liaison between the department, citizens, news media, other governmental agencies and contractors. Responds to service complaints, problems and other calls from residents.

10. Confers and works with engineers concerning construction projects. Monitors projects through all phases assuring conformance to plans, timetables and cost estimates.
11. Assesses operations, staffing levels, facilities, and equipment. Analyzes capital needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.
12. Responds to changing regulations and technology regarding water and wastewater treatment, public and employee health, and safety through review of technical materials and professional education.
13. Attends Township Board and Commission meetings as required.
14. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- An Associate's degree or the equivalent, with coursework in engineering or a related field. A Bachelor's degree or equivalent experience preferred.
- Seven or more year experience with the operation of water distribution systems and sewers with at least five years of supervisory experience.
- A Michigan Vehicle Operator's License.
- Must possess or be able to obtain an S-1 Water Distribution License.
- Knowledge of applicable local, state and federal laws, rules and regulations.
- Thorough knowledge of public management techniques pertaining to budgeting, personnel administration, labor relations, public relations, and project management.
- Skill in preparing and administering budgets. Ability to interpret financial statements and other financial data.
- Skill in long range planning and the ability to make sound decisions on matters related to operations of the Utilities Department.
- Ability to read and understand blueprints and technical manuals.
- Ability to critically assess situations, solve problems, and work effectively within deadlines, and changing work priorities.

- Ability to effectively train others and assign, coordinate and evaluate the work of subordinate personnel and contractors.
- Ability to establish and maintain effective working relationships with employees, contractors, Township officials, and the general public.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.
- Ability to analyze comprehensive reports and complex administrative and organizational issues. Skill in preparing reports and presenting facts and recommendations effectively in oral and written form.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear and view and create documents. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move items of light to heavy weights.

While performing the duties of this job, the employee typically works in a business office setting and occasionally out in the field. In the course of field activities, the employee may be exposed to outside weather conditions, near moving mechanical parts and/or machinery. The employee is occasionally exposed to high, precarious places, or confined spaces and fumes or airborne particles. The noise level in the work environment is usually quiet in the office, and may become loud in field situations.