



UTILITY SERVICES MANAGER JOB DESCRIPTION

Job Title: **Utility Services Manager**

Job Code: **TBD**

Pay Grade: **129**

Effective Date: **October 2024**

FLSA: **Exempt**

Revision Date: **October 2024**

NATURE OF WORK

Under limited supervision, manages and administers the activities and operations and personnel assigned to the Water, Sewer, and Stormwater utilities in the Utility Services Division under the Department of Public Works. This position develops, oversees, and reviews plans and programs associated with the County's water, sewer, and stormwater infrastructure and the flood control zone districts the County services. Provides oversight, technical support, and implementation of the local and state issued stormwater requirements.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages the operations and personnel of the County owned and operated water and wastewater systems.
- Oversees the mapping of water and sewer treatment and distribution systems.
- Manages the Utility funds and assists with budget preparation and administration; monitors and controls expenditures; collects operational and administrative information and compiles data for reports.
- Oversees division operations and coordinates with other divisions and departments of the County and outside agencies.
- Manages the development, implementation, and administration of the utility services rates and fee schedules.
- Prepares contracts for submittal and bidding, evaluates bids, and prepares recommendations for awarding contracts.
- Develops, implements, and administers the Stormwater Utility rate program including establishing rates and charges, rebate program, and billing adjustments.
- Manages stormwater operations to ensure compliance with federal, state, and local regulations including facility inspections, infrastructure asset management, and technical assistance.
- Develops, implements, and maintains Lewis County Stormwater Management Plan.
- Oversees the review of stormwater plans and reports for new development and redevelopment to ensure compliance with local and state requirements.

- Oversees the communication priorities for the Stormwater Program communication, education, and outreach efforts including development and maintenance of ongoing or regular communication channels (i.e. printed materials, social media, radio ads, etc.)
- Provides comprehensive planning leadership and provides recommendations to the Public Works Director regarding short- and long-range plans for utility and stormwater operations.
- Prepares, implements, and maintains policies, procedures, and standards to assure efficient and effective operations, which may include review and evaluation of ordinances, utility franchises, service-area boundaries and service agreements.
- Reviews permits, construction plans and specifications, maintenance and operation manuals, and stormwater reports.
- Represents the County with professional, agency, internal, and community groups to provide information regarding activities and project, present Department plans and proposals, and coordinate services.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Incumbents are regularly required to sit, stand, walk, use hands to operate, handle, and feel, and to reach with hands and arms; walking over uneven terrain at times sitting, stooping, pulling, bending, reaching, twisting, and the ability to lift up to 50 lbs. Specific vision abilities required by this job include close vision and extended exposure to computer monitors and office lighting.

Work is performed primarily in office settings including remote indoor and/or outside work settings with occasional exposure to outside conditions including inclement weather, traffic, construction sites, moving mechanical parts, and high precarious places; and requires field work along rivers and streams which requires specialized clothing, equipment, and safety precautions.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Civil Engineering, Public Administration, Natural Resources, or a closely related field; AND five (5) years' management level experience in a stormwater program or utility operations and at least three (3) years supervisory experience.

Knowledge and experience in budget development, utility rate development, and contract management.

Must possess a valid Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Fundamentals of civil and environmental engineering practices and storm and surface water management.
- State and Federal statutes, rules and regulations and County codes for water, wastewater, and stormwater compliance.
- Stormwater management practices, including Best Management Practices and engineering standards related to stormwater facilities.
- Principles of administrative management, including personnel rules, strategic planning, budgeting and effective employee supervision.

- Contract management principles, tools and techniques.
- OSHA safety rules and regulations, occupational hazards and safety precautions.

Skills in:

- Analyzing technical problems, evaluating alternatives, and recommending methods, procedures and techniques for resolution of issues.
- Establishing and maintaining effective working relationships with County officials and staff at all levels of the organization, external agencies, and the public.
- Effectively collaborate, inform, train, mentor, motivate, and direct a wide range of individuals.
- Managing multiple projects and prioritizing multiple tasks and demands.
- Using initiative and independent judgment within established procedural guidelines.
- Managing staff, effectively evaluating and assigning tasks, and delegating tasks and authority.
- Communicating effectively both verbally and in writing.
- Operating a personal computer utilizing standard and specialized software.
- Promoting and enforcing safe work practices.