GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee and manage the operations of the Department of Public Utilities under the direction of the Department Director. The class is responsible for staff supervision, training, analysis, planning, budget, policy and procedures, special projects, and reporting. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, mentoring, counseling, disciplining, and terminating or recommending termination.
- Plans, manages, and oversees daily operations of Public Utilities under direction of Department Director; provides consultation and guidance for staff with difficult situations or issues as required.
- Performs engineering and financial analysis, and makes recommendations based on findings/conclusions.
- Assists with preparation of operating and capital budgets; oversees and approves expenditures; prepares financial forms and reports.
- Handles special projects as directed by the director.
- Assists with development and implementation of policies and procedures for area of responsibility; ensures compliance with same by staff.
- Provides analysis and input on projects; handles complaints related to projects.
- Reviews engineering submittals; monitors consultant design and construction project progress.
- Maintains record system for assigned area; processes daily paperwork including reports, requisitions, and personnel information.
- Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.
- Attends or conducts staff, committee, and other professional meetings to exchange information, and address and resolve problems/issues.
- Acts as Department Director in Director’s absence.
- Performs other related duties as assigned.

GENERAL STANDARDS

<table>
<thead>
<tr>
<th>Data Involvement</th>
<th>Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal/People Involvement</td>
<td>Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.</td>
</tr>
<tr>
<td>Reasoning Requirements</td>
<td>Performs work involving the application of principles of logical thinking and scientific or engineering practices to diagnose or define problems, collect data, and solve abstract problems with widespread unit or organizational impact.</td>
</tr>
<tr>
<td>Mathematical Requirements</td>
<td>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, or finance and economics using financial and econometric models.</td>
</tr>
</tbody>
</table>
### Language Requirements
Reads and interprets professional materials involving advanced bodies of knowledge related to politics, economics, technology, law, science or other complex disciplines; writes extremely complex papers and reports.

### Mental Requirements
Performs advanced professional level work in the analysis or interpretation of methods of a scientific, engineering, or legal nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems.

### Decisions/Supervisory Control
Makes decisions as almost the entire focus of the job, affecting most segments of the organization and the general public; establishes goals, objectives and policies.

### EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Vocational/Educational Requirement</th>
<th>Requires a bachelor’s degree in civil or environmental engineering or a closely related field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>In addition to satisfying the vocational/educational standard, this class requires a minimum of four years of related, full-time equivalent experience.</td>
</tr>
<tr>
<td>Special Certifications and Licenses</td>
<td>Requires a valid driver’s license and a driving record that is in compliance with City Driving Standards. Requires Professional Engineer License issued by the Commonwealth of Virginia.</td>
</tr>
</tbody>
</table>

### AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*