

<b>Job Class Code: 3890</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the job classification (class) is to supervise staff and oversee the City’s Public Utilities Department. The job class is responsible for supervising staff, establishing long range plans, developing policy and procedures, managing public utilities activities and events, preparing budgets, and evaluating, documenting and reporting on events and activities to senior management and elected or appointed officials. The job class researches and formulates long-range goals for the organization, develops policy and position papers, and negotiates with chief administrative officer and/or elected officials.

**TYPICAL TASKS**

- Supervises staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Develops goals, objectives, policy and procedures for City public utilities activities and programs in consultation with regulatory agencies, elected or appointed officials, senior management, department heads, and department staff.
- Articulates policies and procedures to all department levels and evaluates to ensure compliance and identify deficiencies.
- Monitors and researches trends, new methodology and technology, laws, rules, and City policy to develop and enhance City public utilities processes and activities and plan for future expansion to meet growth needs.
- Directs public utilities activities including water treatment and distribution, sewer collection, revenue production, inspections and evaluations, contingency planning, safety, and other activities, processes, or programs.
- Advises and consults with elected and appointed officials, commissions, federal or State regulatory agencies, department heads, staff agencies, developers, civic or private groups, individuals, and others on problems, strategies, policies, and procedures related to public utility services.
- Represents the City on regional and local boards or committees and at meetings concerning public utilities related issues; makes presentations to elected or appointed officials, department heads and staff, and other public or private agencies or groups on significant public utility issues or programs.
- Oversees administrative matters such as developing and defending department budgets, administering expenditures, conducting special studies, managing correspondence and records, preparing routine or special reports, administering training, providing for staff technical or professional growth, and other administrative duties.
- Performs other related duties as assigned

**GENERAL STANDARDS**

<b>Data Involvement</b>	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of principles of logical thinking and administrative, professional, technical, managerial, and financial practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, algebraic solutions of equations and inequalities, descriptive and inferential statistics, and mathematical classifications or schemes.

<b>Language Requirements</b>	Reads professional and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects.
<b>Mental Requirements</b>	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, engineering, fiscal, legal, or managerial nature and formulates important recommendations or makes technical decisions that have an organization wide impact.
<b>Decisions/Supervisory Control</b>	Makes decisions as the entire focus of the job, affecting entire organization and surrounding population; develops long range goals, plans and methodologies.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree in civil, industrial, or environmental engineering, or a closely related field. Master's degree preferred.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of six years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. A professional engineer (PE) license is preferred.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**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.*