

Job Class Code: 3870	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the job classification (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 job class is responsible for staff supervision, training, analysis, planning, budget, policy and procedures, special projects, and reporting. The job class works within broad policy and organizational guidelines, independently plans and implements projects, and 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, and 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

Data Involvement	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	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.
Mathematical Requirements	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.

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

Vocational/Educational Requirement	Requires a bachelor's degree in civil or environmental engineering or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this job class requires a minimum of four years of related, full-time equivalent experience.
Special Certifications and Licenses	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.
Special Requirements	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.