

ASSISTANT ENVIRONMENTAL UTILITIES DIRECTOR

DEFINITION

To assist the Environmental Utilities Director in managing and directing the Environmental Utilities Department to include one or more major divisions such as Business and Technical Services, Wastewater Utility, Water Utility, and Governmental Relations; to plan, organize and direct services supporting Utility operations; to provide highly complex staff assistance to the Environmental Utilities Director; and serve in the absence of the Environmental Utilities Director as required.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the next higher classification of the Environmental Utilities Director in that the latter has overall responsibility for the Environmental Utilities Department. This is an unclassified position in which the incumbent serves at the will of the Environmental Utilities Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Environmental Utilities Director.

Exercises direct supervision over management, supervisory, professional, technical and clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Assist the Environmental Utilities Director in managing and directing the Environmental Utilities Department.

Assist in developing Department goals and objectives; assist in the development of and implementation of policies and procedures.

Plan, organize and direct assigned activities of one or more major divisions such as Business and Technical Services, Wastewater Utility, Water Utility, and Governmental Relations to support utility operations or related utility services, including: land use planning, infrastructure rehabilitation planning and implementation, Geographic Information Systems development and use, mapping, asset management resource development, utility rate design, budget oversight, data management, and safety program development.

Assist in development and implementation of Department work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

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Prepare the budgets for assigned operational areas and functions; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials supplies, consultant and projects.

Monitor and administer budgets for assigned areas ensuring prudent financial management of resources; assists in monitoring rates and recommends rate adjustments to meet business demands.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional and safe operation of the Department.

Direct and oversee capital improvement or enterprise projects for assigned operations, relative to scope, complexity and cost implications, reviewing significant issues with stakeholders, consultants and project leaders.

Establish schedules and methods for design, construction and/or implementation of projects, initiating and conducting information system, engineering and related planning studies to ensure inter- and intradepartmental coordination.

Review project plans prepared by consultants, engineers or others related to enterprise or construction projects; check for accuracy and conformance with standards and regulations.

Research and prepare administrative and technical reports for City Council, compliance agencies and other stakeholders, as necessary; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.

Serve in the absence of the Environmental Utilities Director as required.

May serve as the Executive Director of the South Placer Wastewater Authority as required.

Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of modern public utility management and operation, which may include: public water system treatment and delivery, wastewater collection and treatment, recycled water system operations, solid waste collection and disposal and stormwater utility operation.

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Principles and practices of policy development and implementation.

Principles and practices of management, supervision, training and performance evaluation; principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of effective communication, including presentations, oral communication, business correspondence and report writing.

Pertinent local, State and Federal rules, regulations and laws.

Budgeting procedures and techniques.

Principles and practices of asset management and infrastructure planning, design, rehabilitation and construction as applied to utility systems.

Principles and practices of supervision, training and personnel management.

Principles and practices of safety management.

City procurement policies and procedures, contract law and negotiations.

Principles and practices of administrative and financial analysis, budget monitoring and forecasting, and rate analysis.

Principles of land use planning and environmental review/approval processes, including, NEPA/CEQA/ESA requirements and advanced communication principles and practices within the environmental and State and Federal legislative processes.

Local, State and Federal laws and regulations pertaining to the municipal utility industry, including compliance reporting and permit processing.

Local, State and Federal statutes, ordinances and regulations, including building and life safety codes and contract law pertinent to assigned responsibilities.

Computer software use including word processing, spreadsheet, database and graphics applications.

Modern office procedures, methods and computer equipment.

### Ability to:

Organize and direct the operations of assigned utility service area; implementing Departmental and City goals as directed.

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On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve Department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Prepare and administer a budget.

Plan, prioritize, assign, train, manage, supervise and review the work of assigned staff and projects.

Think strategically by assessing current and long term trends, analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Develop and recommend policies and procedures related to assigned areas of responsibility; develop and monitor associated operational budgets and recommend capital budget expenditures for associated enterprise or infrastructure projects, coordinating with other City Departments, as necessary.

Communicate clearly and concisely both orally and in written form, including presentations and reports to City Council and other public agencies and forums.

Independently plan, coordinate and monitor projects, interpret and explain complex rules, regulations and Environmental Utilities policies and procedures.

Apply communications and advocacy principles in support of legislative and regulatory goals.

Establish and maintain effective working relationships with those contacted in the course of work.

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### Experience and Training

#### Experience:

Six years of increasingly responsible experience in public utility management and operations. This may also include the related fields of design engineering, water/wastewater treatment, water quality, maintenance of distribution/collection systems, legislative/regulatory affairs for public utilities and/or utility financial management, including two years of management responsibility.

AND

#### Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in civil engineering, environmental engineering, business or public administration or a related field. A Master's degree in business or public administration and advanced professional certifications are highly desirable.

### License or Certificate

Possession of a valid California driver's license by date of appointment.

07-16-19

06-22-19

03-22-18

03-22-14      Assistant Environmental Utilities Director