

CLASS TITLE: Utilities Manager		
STATUS: Exempt		
PAY GRADE: 216	PAY RANGE: \$83,531 - \$123,022	

Summary Objective

The purpose of this position is to manage the daily operations within the Water Division of the Public Services Department.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Implements the goals and objectives for department and division operations.
- Researches, recommends, develops and implements policy and procedures for operational effectiveness, sustainability, and safety.
- Monitors operations for efficient and effective application of department policies, procedures and standards.
- Develops work plans and strategies to meet Department needs-both short term and long term; develop and direct the implementation of goals, objectives, policies, procedures and work standards to ensure success.
- Ensures clear direction, proper implementation and City conforms to legal requirements.
- Plans, implements, and manages a continuous program of maintenance and repair of water treatment and distribution systems, and wastewater treatment and collection systems.
- Responsible for ensuring water mains, new connections and other infrastructure elements are inspected on a routine basis or after repair; controls flow of water as needed.
- Responsible for procurement of materials and services related to the maintenance and operation of the City's water and wastewater utility systems in accordance with the City's financial policies and budget.
- Assists with the development and implementation of annual divisional budget, forecasts necessary funding for staff, equipment, material and supplies for area of oversight. Monitors budget throughout the year.

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- Identifies future capital improvement project needs and assists in the establishment of both short and long-range CIP budgets.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Civil or Environmental Engineering or related discipline.
- Four years of utilities management and three years in a supervisory position or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license to be in good standing and acceptable by the City of Cambridge's insurance company.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting.

PROBATIONARY PERIOD:

All City of Cambridge employees are subject to a one (1) year probationary period provision as specified in the employee handbook. Probationary, temporary, provisional, and seasonal employees serve at the pleasure of the City and are "At-Will."

AMERICANS WITH DISABILITIES ACT COMPLIANCE

This Class Description does not constitute an employment agreement between the City of Cambridge and an employee and is subject to change by the City as its needs change.



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The City of Cambridge is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

Employee / Date

Supervisor / Date

Human Resources Department / Date

