



Utility Manager Board of Commissioners

EM/12-449

JOB SUMMARY

This position is responsible for oversight of all utility-related permitting for new installations, relocations, and upgrades; all utility relocations for county stormwater and transportation projects from concept to completion; and county-owned lines associate with telecommunication, fiber, network, traffic control devices, etc.

MAJOR DUTIES

1. Develops, implements, and enforces a Utility Accommodation Policy and Manual specific to Fayette County. Ensure compliance with Federal, state, and local utility regulations.
2. Manages the receipt, review, and approval of utility permits. Oversee utility installations to ensure compliance for proper placement and restoration of the county right of way.
3. Works with planners, engineers, surveyors, and utility representatives to coordinate the relocation of utilities for county projects. Monitors utility relocation progress by reviewing design documents and progress reports, participating in project meetings, conducting field inspections.
4. Investigates utility damages to county infrastructure and damage to private utilities caused by county crews. Assists in determining fault. Documents findings and files appropriate reports with the Public Service Commission including filing violations against the at-fault party.
5. Ensures utility conflicts are resolved as mutually agreed by all parties and in a manner to avoid conflict with construction activities and project schedules.
6. Manages project files, including permits and fees, meeting minutes, communication logs, photographs, drawings, engineering reports, invoices, etc.
7. Investigates and respond to questions and complaints related to utility installations and projects. Maintain effective relationships with property owners, consultants, contractors, state agencies, and other county departments.
8. Performs other related duties as required.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge and understanding of the Georgia Department of Transportation Utility Accommodation Policy and Standards.
2. Knowledge of utility operations including but not limited to, design, construction and Georgia Department of Transportation regulations, including overhead and underground utility construction. Knowledge of county Stormwater and Transportation projects and specifications.
3. Knowledge of utility damage investigations, measurements and tolerances to establish cause and responsible party. Skill in laws and rules to properly file documentation with the Georgia Public Service Commission.
4. Knowledge of Geographic Information System (GIS) software and hardware.
5. Knowledge of Accounting practices to ensure fees are assessed properly.
6. Knowledge and understanding of regulatory requirements pertaining to the Public Service Commission laws and rules, including the Georgia Underground Facility Protection Act.
7. Knowledge of federal, state, and local laws related to utilities, building construction, transportation, and environmental issues.
8. Working knowledge of the Microsoft Suite of office software (Word, Excel, PowerPoint, Outlook, etc.)
9. Skill in problem solving and decision making.
10. Skill in maintaining project files.

11. Skill in oral and written communication. Skill in preparing and making presentations. Speaks well in public forums.

SUPERVISORY CONTROLS

The Utilities Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the County Policy and Procedure Manual, Georgia Department of Transportation Utility Accommodation Policy and Standards and Georgia Underground Facility Protection Act. These guidelines are generally clear and specific but may require interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The purpose of the position is to oversee and manage the county's Utility Permitting Program.
- The scope of work is broad, including a mix of field work and administrative duties. Frequent interruptions contribute to the complexity of the position.
- The position will coordinate with multiple county departments and a variety of outside agencies and organizations.

CONTACTS

- Primary contacts are with utility owners, utility contractors, and county employees.
- Secondary contacts include elected officials, the public, other state and federal agencies.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, crouching, or outdoors. Typical outdoor activities include traversing right of way and undeveloped land. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office or outdoors working across the range of year-round temperatures which may expose the employee to inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over one (1) GIS Technician.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Associate's degree
- 5 years of related utility experience
- Any equivalent education or experience to meet the above stated minimum qualifications.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.