



Utility Service Manager

Water System – Utility Services

WS-ADM/5-806

JOB SUMMARY

This position is responsible for managing the department's utility service operations.

MAJOR DUTIES

1. Performs project management duties.
2. Ensures compliance with state and federal regulations.
3. Directs the locating of underground utilities.
4. Conducts construction inspections.
5. Reviews construction plans.
6. Manages geographic information system (GIS) operations.
7. Directs and manages the work of staff.
8. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of budget, cost analysis, and cost estimation.
2. Knowledge of project management principles.
3. Knowledge of Georgia Department of Transportation guidelines and regulations.
4. Knowledge of federal and state environmental regulations.
5. Knowledge of hydraulics.
6. Knowledge of computers and job related software programs.
7. Knowledge of Public Service Commission laws and rules.
8. Skill in contract negotiation.
9. Skill in reading and interpreting utility plans.
10. Skill in conducting inspections.
11. Skill in oral and written communication.
12. Skill in planning and meeting deadlines.
13. Skill in coordinating agendas and meeting deadlines.

SUPERVISORY CONTROLS

The Water System Facility & Project Manager assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include The Official Code of Georgia Annotated, Public Service Commission rules, EPA and EPD regulations, the county loss control manual, county standard operating procedures for construction, and other county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management duties. Frequent changes to rules and regulations contributes to the complexity of the position.
- The purpose of this position is to manage utility service activities for the Water System. Success in this position contributes to the efficiency and effectiveness of Water System operations.

CONTACTS

- Contacts are typically with engineers, developers, members of the Public Service Commission, Georgia Department of Transportation staff, contractors, representatives of municipalities, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, bending, crouching, stooping, or walking. The employee occasionally lifts light objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and utilizes the sense of smell.
- The work is typically performed in an office or outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Utility Service Manager (1).

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. Georgia Water and Soil Conservation Level 1B Certified Inspector and Level 2 Certified Plan Reviewer. Occupational Safety and Health Administration Certified Competent Person and Confined Space Certification.

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 work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.