



# City of Tempe

## MUNICIPAL UTILITIES DIRECTOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	382	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

**\*\*This classification is unclassified which means the employee, or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

### REPORTING RELATIONSHIPS

The Municipal Utilities Director reports directly to the Deputy City Manager-Chief Financial Officer and can also receive direction from the City Manager.

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

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Eight (8) years of management / administrative experience which includes five (5) years of supervisory responsibility in either: <ul style="list-style-type: none"> <li>● Fleet services;</li> <li>● Solid waste collection/disposal;</li> <li>● Water or wastewater collection and distribution;</li> <li>● Water or wastewater treatment; and/or</li> <li>● Public or private sector management</li> </ul>
<i>Education:</i>	Bachelor's and/or higher degree from an accredited college or university in business management, public administration, engineering, environmental science, or another degree providing the education necessary to oversee the operations assigned to this position. A master's degree is preferred.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To lead and develop department employees. To plan, direct and review the activities and operations of the City's Municipal Utilities Department, including field services, fleet services, water resources, environmental compliance and

water/wastewater treatment, collection and distribution. To oversee the preparation and implementation of the annual capital improvement program for the department; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible, complex administrative support to City management, staff and the City Council.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Administer, plan, and direct the activities of the following divisions/sections/programs: field services, water utilities, water engineering, infrastructure, solid waste, fleet, water resources, environmental compliance, plant operations, SROG and water/wastewater treatment, collection and distribution.
- Advise, consult and provide information to the City Manager and Deputy City Managers regarding rate studies and enterprise funds' financial performance for the Municipal Utilities Department and its programs.
- Manage the preparation of agenda items for the City Council, and other committees.
- Facilitate the development and review of staff reports related to capital improvements, and present reports to a variety of commissions, committees, boards and the City Council.
- Manage the evaluation, selection and administration of outside consulting contracts; and evaluate and prepare recommendations regarding the retention of consultants.
- Provide complex technical and administrative support to the City Manager and City Council on Department-related matters; and manage special projects and research as assigned.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; meet with and advise individual property owners and community associations on Department policies and matters; and make presentations before the City Council and other boards, commissions and community organizations.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Facilitate long-range planning for water utility capacity, and related infrastructure needs.
- Provide leadership and direction in planning and prioritizing tasks, strategic planning initiatives, and upholding the City's stated mission and values.
- Lead the City Manager's initiative to provide focused learning experiences and resources to improve performance and encourage leadership in the workplace.
- Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out the programs; consult with and advise City staff to coordinate the various phases of the policies, practices, ordinances and resolutions.
- Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.
- Provide continuous efforts to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality customer service.
- Confer, advise and/or direct division heads on problems relating to activities within their divisions.

- Facilitate the resolution of employee-relation issues as well as represent the City in matters of concern to associations representing City employees.
- Advise and assist the City Manager, department management, and employees in a variety of work-related matters including the interpretation and application of policies and processes.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Supervise and participate in the development and administration of the Department's budget; direct the forecast of additional funds needed for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Provide proactive performance planning utilizing performance management tools.
- Perform related duties as assigned.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position at desk or at computer for considerable periods of time;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work;
- May work alone for extended periods of time at the office;
- May require working extended hours;
- Other physical attributes essential to the classification.

#### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY
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<i>Effective July 2019</i>
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