



CITY OF NORTH RIDGEVILLE

7307 Avon Belden Road
North Ridgeville, OH 44039
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Position: Director of Public Utilities
FLSA Status: Exempt
Reports to: Safety-Service Director
Salary Range: \$67,017.60 to \$82,472.00

Essential Functions of the Position

Supervises all department staff (e.g., schedules and assigns tasks, interviews job applicants, recommends the hiring of job applicants, recommends discipline, recommends and adjusts pay assignments, evaluates performance, receives grievances or employee complaints, approves and recommends the approval of leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, develops policy, recommends policy changes, has access to other employees' personnel files, etc.); completes required reports and documentation; directs the daily operations of the department.

Develops and recommends department annual operating budget for water, sewer, and refuse; monitors budget; monitors inventory and supplies; and requests purchase orders for supplies and equipment.

Skills

- Executive level management, line item and program budgeting skills necessary to effectively manage and lead the department.
- Skill in critical thinking and analysis.
- Skill in organizing the work of self and others, setting priorities and meeting critical deadlines.
- Skill in using tact, discretion, initiative and independent judgment within established guidelines.
- Skill in operating and maintaining all assigned equipment required to perform the essential functions of the job.
- Skill in civic engagement and customer service.

Knowledge

- Knowledge of local government financial management practices, including operating and capital budgeting, purchasing and administration.
- Knowledge of the principles and practices of personnel management, including recruitment, motivation, evaluation and discipline.
- Knowledge of the management of resources and the associated impact on facilities, maintenance practices and programs.
- Knowledge of utility billing software such as UDS, BS&A, SSI
- Knowledge of social media platforms and civic engagement processes.

Abilities

- Ability to work as part of interdepartmental team.
- Ability to develop and maintain effective working relationships with associates, city departments, and the general public.
- Ability to develop long range goals and objectives.
- Ability to evaluate emergency situations and take appropriate action in a calm, professional manner.

Abilities (cont'd)

- Ability to analyze and solve administrative problems.
- Ability to anticipate work to be done and initiate proper and acceptable direction for completion of work with minimal supervision and instruction.
- Ability to communicate effectively in oral and written form and to make presentations before various groups.
- Ability to collect information; to plan, organize, develop and prepare reports, correspondence and other related documents.

Illustrative Examples of Work

- Develop and implement employee work and project activity schedules for the Department of Public Utilities.
- Create new customer account numbers, routes and sequencing for all new housing developments.
- Create new billing services to new and existing accounts, e.g., water, sewer, refuse, turn on fees, meter charges, NSF check fees, swimming pool credits, deduct meters, etc.
- Maintain customer billing files records for all residential and commercial accounts.
- Interact and facilitate accomplishment of tasks where joint efforts between departments are required.
- Coordinate and prepare the Public Utilities Departments' annual operating and capital budgets for submission to the Mayor.
- Submit infrastructure improvement projects and equipment replacement schedules for inclusion with the annual Capital Improvement Program budget.
- Negotiate contracts with contractors and consultants, including preparing and directing the preparation of requests for proposals, reviewing and evaluating proposals and contracts; monitor contracts for compliance.
- Oversee the acquisition and maintenance of necessary supplies and materials for the work performed by the department.
- Interact with City Council committees and the Mayor and Safety-Service Director to facilitate legislative action, policy development and operational planning for the needs of citizens and the Public Utilities Department.
- Communicate with citizens, news media, government agencies, contractors and vendors to convey a variety of information pertaining to all aspects of the operation of the Public Utilities Department.
- Annually review utility rates to determine whether adjustments are warranted.
- Identify, evaluate and obtain funding for environmental programs including grants.
- Work collaboratively with other agencies, committees and local organizations to develop and maintain programs and policies of common interest.

Physical Requirements and Working Conditions

- The primary duties of this class are performed in a general office environment.
- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern and dispense verbal instructions and interact with the general public.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written material and instructions and discern, supervise, and react to physical activities.

Licensure/Educational Requirements

- Completion of bachelor's degree in a business major or equivalent with a minimum of five years of progressive responsibility in public works or utility or related field; minimum three years' experience as a supervisor, or any equivalent combination of education, experience and training which provides the required knowledge, skills, and abilities.
- Must possess a valid driver's license and retain the ability to be insured by the city's liability carrier.