

UTILITY GENERAL MANGER – JOB ANNOUNCEMENT

The City of Wahoo, Nebraska is searching for a Utility General Manager. Located just 30 minutes north of Lincoln and 30 minutes west of Omaha, Wahoo is situated in one of the best locations in Nebraska. With a population of 4,500, the community strives for the small-town appeal but due to proximity to the two largest communities in Nebraska, is able to provide many attractive amenities like shopping, cultural events, with close access to a major airport, I-80 and Amtrak.

The City of Wahoo utilities, which include electricity generation and distribution, water, sanitary sewer, and natural gas, operate under a Board of Public Works. With an annual budget of \$10 million in expenditures, the general manager is responsible for the operation and maintenance of all four utility systems. In addition, the general manger will work with and report to the City Administrator. The City of Wahoo utilities operate on a staff of 21 full-time employees and take pride in providing continuity of service and quality customer relations all while maintaining some of the best utility rates in the country.

The City is looking for an individual with a minimum of a bachelor's degree in engineering, public administration, or related degree, OR a combination of education and experience in the utilities area. In addition, a qualified individual should have a minimum of five (5) years of experience in a management and supervisory role over multiple utility departments. The ideal candidate should have a working understanding of electricity, water systems, wastewater management, and natural gas distribution, as well as familiarity with engineering principles and the ability to understand financial strategies and reporting for public-owned utility. Of key importance is the ability to communicate at the highest level, and the skills to provide motivation and leadership to employees, many which have years of experience. Other skills such as construction oversight, experience with technology in the utilities field, and overall people skills will be considered as well.

Additional information including job description and an organizational chart are available under the careers tab on the City's website: www.wahoo.ne.us. Interested persons should apply by submitting their resume directly to the City Administrator at harrell@wahoo.ne.us or to the City Clerk at morrow@wahoo.ne.us. The initial review of applications will begin on February 15, 2019, however the job will remain open until filled. Salary is dependent on qualifications and experience for this position.



UTILITIES GENERAL MANAGER

This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

SUPERVISOR: City Administrator and Chairman of the Board of Public Works

SUPERVISE: All Utility Personnel

SUMMARY DESCRIPTION

Responsible for the development, coordination, direction and administration of the utility system including gas, power, electric, water and wastewater. Ensures that all utility systems operate in a safe and efficient manner in order to provide efficient service to the community in accordance with state and federal regulations and industry standards.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS: *The following examples of work are illustrative only and are not intended to be all inclusive.*

Performs supervisory functions such as staffing and hiring of personnel, assigning and reviewing work duties, training personnel on various techniques and procedures, conducting performance evaluations of department heads and reviews other staff evaluations; and administering disciplinary actions and terminations as necessary.

Plans, coordinates, supervises and evaluates the city's utility operations including all facets pertaining to gas, power, electric, water/wastewater to ensure proper maintenance and the efficient provision of services to the community.

Responsible for determining strategic and economic forecasts for the city's utility system through prioritizing projects, controlling costs, incurring revenue and preparing long and short-term utility plans and recommendations.

Develops and administers the departmental budget and maintains various financial records and reports in conjunction with the City Administrator/Clerk/Treasurer and Office Manager; ensures that the utility financial system is maintained and administered according to utility accounting standards.

Determines the allocation of funds and coordinates the implementation and investment of funds; ensures the appropriate use of funds and related resources in conjunction with the strategic and economic forecasts for the department.

Determines the need for contracting services; supervises, monitors and evaluates various contractual projects with private contractors and other governmental agencies to ensure compliance with state and federal regulations and industry standards.

Develops and implements administrative and operational policies and procedures regarding various operations, departmental goals and objectives; provides interpretation to city ordinances regarding utility operations.

Coordinates activities with the utility supervisors in determining the most economic use of funding and supplies.

Utilizes various resources in determining appropriate charges for work completed by the utility and for services rendered; coordinates with consultants in performing rate studies to identify rates for utility products and services; makes recommendations to the Utility Board regarding rate adjustments.

Responsible for preparing and monitoring strategic plans for the forecasting the transmission and distribution of electric loads, water production, water consumption, gas consumption, etc.

Responsible for negotiating and contracting the purchase and transportation of the city's gas supply.

Plans, administers and evaluates power management and energy efficiency programs.

Responsible for developing the philosophy and composition of the electric and gas distribution systems; coordinates with the supervisors in determining the proper design of projects and improvements.

Provides guidance in various departmental tasks including but not limited to identifying problems and recommending solutions to field operating problems and ensuring the maintenance of industrial standards.

Responsible for the strategic planning of the utility supply inventory; coordinates with the Materials Management Specialist in prioritizing, forecasting, determining appropriate purchases based on use and price, and researching sources for purchasing supplies and materials.

Develops specifications for new equipment purchases in coordination with utility supervisors; establishes and maintains contact with vendors, review bid requests and makes decisions regarding vehicle/equipment use and disposal; coordinates the joint purchasing of equipment with other governmental agencies.

Serves as a liaison with other communities, utility professionals, governmental officials, and private contractors in regard to the functions of the city's utility system.

Plans and directs an active public relations program through various activities including addressing the concerns of the general public and representatives of organizations, promoting utility programs, and making public addresses and appearances; provides public records and information to citizens, the media and other agencies.

Monitors safety training programs and safety standards; performs evaluations and inspects work for quality assurance.

Reviews industry trends and standards to ensure appropriateness and adequacy.

Serves as a liaison with the City Attorney in regard to identifying and solving issues pertaining to the city's utility system; testifies at legal hearings and reviews legislation, as needed.

Attends professional seminars and meetings to keep abreast of the techniques and skills used in utility management.

Attends various meetings including City Council meetings and serves as a member of various boards and committees; answer inquires and make recommendations pertaining to the functions of the department.

Prepares and maintains various reports and records pertaining to the department including but not limited to, maintenance activities, equipment maintenance, and expenses; utilizes various computer programs in the establishment and maintenance of records and reports.

Answers inquiries from the general public; receives citizen complaints and handles situation and/or refers individual to appropriate city official for resolution.

Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services and activities of a comprehensive utilities program including gas, power, electric, water and wastewater.
- Principles and practices of employee supervision, including selection, training, evaluation and discipline.
- Concepts, theories, principles, and practices of utilities administration operations.
- Principles of customer service, conflict resolution, and public relations.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of customer service.
- Principles and practices of project management, administration, and coordination.
- Modern methods, tools, equipment, materials, and work practices utilized in utility operations.
- Types and level of maintenance and repair activities generally performed in a utilities department.
- Geography and utilities systems of the city and the utility territories.
- Occupational hazards and standard safety precautions.
- English usage, spelling, grammar, punctuation and principles of business letters and reports.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Manage and direct a comprehensive utilities department.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Select, supervise, train, and evaluate staff.
- Oversee, direct, and coordinate the work of staff.
- Formulate and administer strategic planning, forecasting and general controlling policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Perform job duties efficiently while managing frequent interruptions.
- Interpret and apply federal, state and local policies, laws and regulations.
- Read and interpret technical sketches, blueprints and instructional manuals.
- Prepare and maintain department documents, records and reports.
- Deal constructively with conflict.
- Perform duties with thoroughness, accuracy and attention to detail.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Perform duties on an on-call basis as needed.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; some exposure to noise, dust, grease, fumes, chemicals, mechanical and electrical hazards and all types of weather and temperature conditions; works and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; may work extended hours including evenings and weekends, and may be required to travel outside city boundaries to attend meetings

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to lift, carry push and/or pull moderate amounts of weight; to operate equipment and vehicles and to verbally communicate to exchange information; normal visual and hearing range; to travel to other locations using various modes of private and commercial transportation; verbally communicate to exchange information.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: Four-year degree in engineering, public administration, business administration, or related field or any equivalent combination of training and experience that provides the required skills, knowledge and abilities. Five years of professional experience is in an administrative or supervisory capacity or closely related work preferred.