

**CLASS SPECIFICATION**  
**Water Utility Director**

FLSA Status: Exempt  
Union Representation: Nonrepresented/All Bureau Directors hired after December 31, 2000 are exempt from Civil Service

**GENERAL PURPOSE**

Under general policy direction, plans, organizes, integrates and directs the organization, financial management, administration, personnel and operations of the City's Water Bureau; directs the external affairs of the Water Bureau with City officials, other bureaus, other government agencies, and retail and wholesale customers; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single-position class is responsible for planning, managing, directing and integrating programs, personnel and operations directed to the delivery of potable water to the City's domestic, industrial and commercial rate payers. In addition to its customer base within the City, the bureau is a wholesale and retail water provider to other municipalities and communities beyond the City's service area. Responsibilities are broad in scope, allow for a high degree of program and administration discretion, and are evaluated in terms of overall program and cost effectiveness. The work of this class is performed within broad policy direction established by the City Council and general policy direction from a designated elected official.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Water Bureau; with subordinate supervisors, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; directs the development of and monitors performance against the biennial bureau budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Works closely with the City's elected leadership in setting and carrying out the City's vision, mission and objectives for potable water production, transmission and distribution; provides leadership and works with bureau managers to develop and retain highly competent, service-oriented staff through

selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Directs the assessment of city and regional water needs and ensures bureau objectives and priorities are focused on meeting these needs effectively, efficiently and in compliance with all applicable federal, state and local laws and regulations; interprets applicable laws, regulations and city ordinances and policies to ensure bureau compliance.
5. Directs and coordinates the preparation of analyses and recommendations regarding policy issues and long-range plans to address city service area needs; advises the City Council regarding policy issues, programs and projects to meet community and customer needs.
6. Directs the analysis of proposed legislation and regulation; participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the City's interests and needs; represents the City with other industry and governmental agencies, professional organizations and elected officials.
7. Participates in major negotiations with contractors, consultants, vendors and other public agencies.
8. Meets with other City bureau heads to coordinate Water Bureau activities that cross bureau lines of control.
9. Represents the bureau to the Commissioner-In-Charge and the City Council.

#### **OTHER DUTIES**

1. Serves as the City's representative to professional, industry and community groups and customers and to other agencies, organizations and individuals.
2. Addresses civic and other groups regarding bureau activities and programs to explain and promote public understanding of its work; serves as chief spokesperson and advocate for the bureau.
3. Participates in regional, state and national water meetings and conferences to stay abreast of trends and technology related to bureau operations.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Principles, practices and techniques involved in the construction, maintenance and operation of a large, complex potable water production and distribution system.
2. Principles and practices of public financing.
3. Federal, state and local laws, regulations and court decisions applicable to a water production and distribution system.
4. Principles and practices of public financing.

5. City functions and associated management, financial and public policy issues.
6. Principles and practices of budgeting, financial planning and public administration, including purchasing and maintenance of public records.
7. Social, political and environmental issues influencing program/project development and implementation.
8. Research methods and analysis techniques.
9. Principles and practices of sound business communications.
10. Principles and practices of effective management and supervision.
11. City human resources policies and labor contract provisions.

**Ability to:**

1. Plan, organize and direct the operations of a large, complex water production and distribution system.
2. Analyze and make sound recommendations on complex management and administrative issues.
3. Understand, interpret, explain and apply City policy and procedures.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Represent the City effectively in negotiations.
6. Develop and implement appropriate procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment within policy guidelines.
9. Establish and maintain effective working relationships with elected officials, all levels of City management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

**Training and Experience:**

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from a four-year college or university with a major in civil engineering, public or business administration, or a closely related field; and at least ten years of progressively responsible administrative or management experience in the operation and maintenance of a large, complex public water utility; or an equivalent combination of training and experience.

## **PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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### **Class History:**

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

1744 WATER BUREAU DIRECTOR. Adopted: 08-21-79; Revised: 07-01-92

June 2009 - Change Job Class number from 7060 to 30000424, due to system change.