

TOWN OF DUNDEE

DEPARTMENT OF HUMAN RESOURCES

Position Identification Card

POSITION TITLE:	Administrative Utilities Manager
DEPARTMENT:	Public Utilities
SALARY RANGE:	\$60,000 - \$80,000
HOURS PER WEEK:	40 Hours
BENEFIT ELIGIBILITY:	Eligible

JOB SUMMARY

Under the general direction of the Utilities Director, the Deputy Utilities Director assists in the planning, direction, and management of operations within the Utilities Department. This position is responsible for overseeing key divisions such as water, wastewater, stormwater, electric, and/or solid waste services. The Deputy Director provides leadership and strategic oversight to ensure reliable utility services, regulatory compliance, fiscal responsibility, and exceptional customer service.

ESSENTIAL DUTIES

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual should be able to perform each essential function satisfactorily.

- Assist the Utilities Director in overall department management, strategic planning, policy development, and implementation.
- Supervise, mentor, and evaluate division managers and staff; promote professional development and high performance.
- Oversee operational, maintenance, and capital improvement activities in utility service areas.
- Ensure compliance with federal, state, and local regulations and industry standards.
- Participate in the preparation and administration of departmental budgets, monitor expenditure and operational performance.
- Coordinate with other departments, government agencies, and stakeholders on utility-related projects and initiatives.
- Represent the department in public meetings, city council sessions, and community outreach events.
- Act as the Utilities Director in their absence, assuming full responsibility as needed.

MINIMUM QUALIFICATIONS

Education & Experience:

- Bachelor's degree in civil engineering, Environmental Science, Public Administration, Business Administration.
- Minimum of three (3) years of progressively responsible experience in utilities operations, including at least two (2) years in a supervisory or management capacity.
- Experience in public sector utility operations is highly desirable.

KNOWLEDGE, SKILLS & ABILITIES

- In-depth knowledge of utility systems including water distribution, wastewater collection, treatment systems, stormwater management, and/or electric utilities.
- Strong leadership, organizational, and management skills.
- Ability to develop and maintain budgets and manage resources effectively.
- Familiarity with regulatory frameworks (EPA, DEP, PUC, etc.) governing utility operations.
- Excellent communication and interpersonal skills; ability to interact with diverse stakeholders.
- Proficiency in relevant software applications (e.g., EDMUNDS, Microsoft Office).
- Ability to carry out duties reliably and predictably.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in organizational, public relations, and oral and written communication.
- Skill in error free inputting of numbers and data.
- Skill in proofing own documents.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. No adverse working conditions exist with this position. Working in an office setting with a computer and telephone is the primary aspect of this position.

Physical Requirements: The physical demands described here 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 functions. Physical activity associated with working in an office setting is required to perform the daily duties of this position. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

OTHER REQUIREMENTS

- Valid driver's license

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all the stated requirements.

Signature

Date

Print Name