

**City of Solvang  
Job Description**

**UTILITY DIRECTOR**

**Class Title**

Utility Director

**Salary**

\$8,895.60 - \$11,119.33 Monthly

Under general direction of the City Manager, plans, organizes, and directs the Department of Utilities which includes operation and maintenance of the water, Wastewater Treatment Plant and sewer collection system, solid waste utilities, and groundwater sustainability management as part of the Ground Water Sustainability Agency. . This position supervises professional, technical and support staff and is classified as an “at-will” position.

To provide the highest quality service in the most efficient, cost-effective and courteous manner possible. And, deliver high quality water to your faucet, diversify sustainable water sources, treat wastewater and maintain environmentally responsible solid waste program..

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

These duties are a representative example; position assignments may vary depending on the business needs of the department and organization. This position:

- Directs the work of the Department of Utilities to provide water, wastewater, groundwater sustainability efforts, and solid waste services.
- Directs the selection, placement, training and supervision of other employees; reviews and evaluates performance and recommends personnel action.
- Develops and administers the department’s annual budget and controls expenditures.
- Plans, develops, and recommends long-range capital programs and coordinates project approval, funding, and implementation with City Council, commissions, staff, local groups, and regulatory agencies.
- Evaluates the need for, and develops plans and schedules for, long range water needs.
- Negotiates and oversees water sale agreements; compiles estimates, contract provisions and specifications.
- Solicits, coordinates, and reviews work of consulting firms engaged in varied operational studies.

- Confers with the City Manager and various public groups on proposed projects and improvements and with subordinates on the construction, repair, and maintenance of utility facilities.
- Prepares and reviews reports to regulatory and funding agencies, monitors conformance of varied program services functions to extensive local, state, and federal guidelines.
- Makes oral presentations before City Council, boards, commissions, and community groups.
- Scope of assigned area will depend on departmental structure and is at the discretion of the City Manager.
- Upholds the values of the organization and has strong customer service orientation.
- Performs other related projects and duties as assigned.

#### QUALIFICATIONS/EXPERIENCE:

Ideally, Bachelor's Degree in engineering, natural science, environmental science, or related field and five (5) years responsible experience in utilities systems administration, including at least two (2) years in a management supervisory capacity; and/or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Direct working experience in at least one of the four major areas of responsibilities; water, groundwater sustainability, wastewater, and solid waste.

Superior management skills, including experience monitoring contractual performance and overseeing various agreements; a history of developing and monitoring complex capital and operating budgets; and a commitment to continuing customer service, teamwork and team building.

Knowledge of pertinent federal, state, and local laws, rules, and regulations applicable to municipal utility operations; organizational and management practices as applied to analysis and evaluation of program, policies and operational needs; principles of financial management and rate setting; and principles of management, training and performance appraisal.

Ability to motivate and lead employees; communicate clearly and concisely, orally and in writing; interact effectively with staff, the public, officials, and representatives of business and other agencies, including joint power agencies.

- Experience in municipal or county government or public utilities is desired.

o Methods, techniques, and operations of water and wastewater treatment, distribution, and collection.

- Possession of licenses and/or certifications associated with the assignment.
- Possession of a valid and appropriate California Driver License. Must possess and maintain a satisfactory driving record and be insurable to operate City vehicles.
- Requires completion of a background investigation to the satisfaction of the city.

For Brochure:

Construction of the WWTP Upgrades (Phase 1) – Aeration System Replacement Project. • Environmental work for the WWTP Water Quality Project (Phases 2 & 3). • 2021 Water System Emergency Response Plan. • Waterline Replacement Project (engineering). • Sewer Line Replacement Project (engineering). • 2022 Update of Water Master Plan. • Comprehensive Water & Wastewater Rate Study.

**This is to acknowledge that I have received a copy of this description and understand its contents.**

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**Employee Signature**

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**Date**