



WASHINGTON COUNTY

UTILITIES DIRECTOR

(Revised March 24, 2015)

CLASS SUMMARY:

The Utilities Director works under the supervision of the County Manager and manages the county's water treatment/ distribution system. The Utilities Director is responsible for maintaining equipment and budgeting for the operations, repair and replacement of equipment. The Utilities Director must be familiar with state and federal regulations regarding the public water supply and landfill. The Director must be able to direct and supervise staff to comply with those regulations.

ESSENTIAL DUTIES AND TASKS:

- Supervises the day-to-day operations of the water plant, distribution facilities and landfill.
- Supervises, trains and disciplines all personnel within the public utilities department.
- Follows federal and state guidelines, prepares the annual budget which includes staffing requirements, equipment replacement and the supplies needed to operate utilities and the landfill.
- Works closely with construction crews as they install new water and wastewater lines.
- Works with municipal officials and creates policies for the safe use of the public utilities and works to implement those plans.
- Responsible for preparing and presenting reports to the Board of Commissioners regarding the operations of the utilities.
- Supervises the collection of data required by local officials and state and federal agencies.
- Meets with OSHA officials and NCDENR regarding the safe operation of the water facilities and landfill.

KNOWLEDGE AND SKILLS:

Possess a thorough understanding potable water treatment and distribution issues and of wastewater facilities operations. Understands how the public right of way containing buried water lines also contain gas, cable, telephone, Internet and electrical lines and work with these other utilities to provide safe and uninterrupted service for all. Must have the physical abilities necessary to operate water and wastewater equipment. Must understand how to operate various kinds of office equipment such as computers and photocopier.

Communication and interpersonal skills as applied to interaction with co-workers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.