

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



POSITION TITLE Public Utilities Director (1236)
DEPARTMENT Public Utilities
PERIOD TO APPLY: 3/16/2018-4/16/2018
SUPERVISOR: City Manager

SALARY RANGE: \$28,531-50,655 (O)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Exempt/Full-Time
LOCATION: Public Utilities

GENERAL PURPOSE

Under the general direction of the City Manager, to direct the operations and staff of the Solid Waste Management, Wastewater Management and Sangre de Cristo Water Divisions and Environmental Compliance and Enterprise Fund Analysis sections of the Public Utilities Department.

SUPERVISION RECEIVED

Works under the general supervision of the City manager.

SUPERVISION EXERCISED

Provides general supervision to various division supervisors, technical staff and clerical/administrative support personnel.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

Confers with and advises the City Manager on public utilities policies; participates in the formulation, administration and implementation of City public utilities policies.

Coordinates departmental activities with other departments and public agencies; supervises planning design and implementation of public utilities projects, including contract administration and project management.

Plans, organizes and directs the work of the City's Water Utility, Wastewater Management and Solid Waste Management Divisions and Environmental Compliance and Enterprise Fund Analysis sections; interviews, selects, supervises, hires, and evaluates the department's division directors and office staff.

Attends meetings, makes presentations, provides staff support and serves as the principal public utilities advisor to the Governing Body, the City Manager and appropriate City departments and City boards, committees and commissions.

Sets priorities, identifies goals and objectives; identifies and allocates resources needed to plan and coordinate scheduling; prepares and administers department's annual budget.

Plans and coordinates departmental training programs; maintains appropriate records and prepares program reports.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

A Bachelor's degree in civil engineering, management, public or business administration or management

AND

6 years of supervisory or management experience in a closely related field.

OR

An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge and experience in project management, development and review process of public utilities construction; of the fundamentals of supervision; of cost control and work methods.

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Considerable skill in effective communication and interpersonal relations.

Ability to plan, schedule, direct supervise and review the performance of assigned staff; to act in an independent manner; to respond quickly and accurately; to maintain confidentiality; to make operational and policy recommendations; to analyze and take effective action; to prepare reports and make oral presentations.

CERTIFICATIONS/LICENSES/REGISTRATIONS:

Must possess a valid driver's license.

WORK ENVIRONMENT:

Work is performed in an office setting and in the field with frequent evening and weekend hours required.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.