



THE CITY OF SANTA FE

Public Utilities Director

FLSA Status: Exempt
Union Status: NonUnion and Exempt, At-will
Salary Range: 29 (\$49,379-\$74,068)

General Definition of Work

Under the general direction of the City Manager, to direct the operations and staff of Environmental Services, Utility Customer Service, Wastewater and Water divisions of the Public Utilities Department.

Supervision Received

Works under the general supervision of the City Manager.

Supervision Exercised

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

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.

Essential Functions

- 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 Environmental Services, Utility Customer Service, Wastewater, Water 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.

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.
- 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.

Education Requirement

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

Experience Requirement

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

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

Special Requirements

- Must possess a valid driver's license.

Working Environment

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

EEO/ADA 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.

Veterans' Hiring Initiative

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department 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 with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' 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 for the position in which applying for.

Applications must be submitted online at: <https://santafenm.munisselfservice.com/employmentopportunities/>

Resumes will not be accepted in lieu of the city application form, unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.