



Class Description

Class Title: ASST.GEN MGR PUBLIC UTILITIES

Class Code: 249

General Description

The purpose of this job within the organization is to plan, organize, direct and review the activities of the water and wastewater services in the Public Utilities Department.

This job works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job. Management may assign additional functions related to the type of work of the job as necessary.

Essential Functions:

Ensures the water and sewer crews complete task in a safe, cost effective, and timely manner.

Responds to system emergencies after hours.

Provides leadership during emergency operations (snow, natural disasters).

Assists General Manager in managing and directing the activities of the department.

Inspects, supervises and reviews the work of assigned crews.

Evaluates equipment needs for the department.

Participates in the development and implementation of department's goals, objectives, policies and procedures.

Attends preconstruction and safety meetings; inspects the work of contractors.

Assists in the preparation of budget estimates and other staff reports.





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Additional Duties:

Creates a variety of memos and reports.

Coordinates projects with other departments, agencies, or teams.

Interviews prospective employees.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Plans and directs others in the sequence of major activities and report on operations and activities which are very broad in scope.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department and/or handling of very large amounts of money.





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Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas and volumes and/or compute discounts and interest rates.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Decision-making is a significant part of the job, affecting a large segment of the organization and the general public; works in a dynamic environment, responsible to assist in developing policies and practices.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.





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Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is various serious – affects entire organization, and the general public and damage could also occur.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses heavy equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Bright/dim light; dusts and pollen extreme heat and/or cold; wet or humid conditions; extreme noise levels, animals/wildlife vibration; fumes and/or noxious odors traffic; moving machinery: works very close to traffic; jack hammer.





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Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

Requires an Associate's Degree in engineering, business, public administration or related field.

Requires six years' experience in supervisory/management positions which demonstrate the ability to perform the duties of the job. An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the position. Training in OSHA standards and workplace safety.

Special Certifications and Licenses:

Valid Virginia Driver's License.

Americans with Disabilities Act Compliance

The City of Petersburg is an Equal Opportunity Employer. ADA requires the City of Petersburg to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

