POSITION TITLE: DIRECTOR OF UTILITIES
DEPARTMENT: PUBLIC UTILITIES

CITY OF BOWLING GREEN

REPORTING RELATIONSHIPS

Municipal Administrator & Board of Public Utilities

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

DIRECT: 8
INDIRECT: 78+

- Assistant Utilities Director
- Utility Business Office Manager
- Water Treatment Plant Superintendent
- Water Pollution Control Superintendent
- Water Distribution & Wastewater Collection Superintendent
- Electric Division Superintendent
- Administrative Secretary
- Secretary

POSITION FUNCTION

This position is responsible for the general administration of the Electric, Water and Wastewater Utilities.

JOB RESPONSIBILITIES

- Represents the City on various committees and boards
- Research, policy development and planning
- Division management, project oversight and regulatory compliance
- Economic development and marketing
- Budget, finance, rates, charges and projections
- Power supply and natural gas supply
- Report to the Board of Public Utilities and attends public meetings
- Customer service, programs, information, complaints
- Contracting authority for the Department of Public Utilities
- Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.
EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Four-year college degree in related field (Accounting, Engineering, Business, Public Administration); no less than ten year’s related experience; must maintain a valid Ohio Driver’s License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.