

Los Alamos County

Job Description and Classification



JOB TITLE: Utilities Manager
JOB CODE: 7001
CLASSIFICATION: Exempt
DEPARTMENT/DIVISION: Utilities/Administration
SUPERVISOR: Board of Public Utilities

Position Summary:

Under limited direction of the Board of Public Utilities responsible for the overall management of the electrical and water production systems serving Los Alamos National Laboratory and the county, the electrical, gas, and water distribution, and the wastewater collections and treatment operations of the county's Department of Public Utilities (DPU). Responsible for the administrative, managerial and professional work related to directing utilities, which involves the financial, billing, customer service, technical, construction, maintenance and repair, operation, public relations and administrative functions of the department. Maintains confidentiality of privileged information. The Utilities Manager serves at the pleasure of the Board, subject to formal approval of the County Council.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

Essential Duties and Responsibilities:

- Directs the development of strategic plans for utilities including new sources of energy including renewable energy, water, treatment facilities, and conservation plans. Establishes, implements and communicates goals, objectives, policies and procedures in accordance with the strategic plan.
- Directs the development and execution of the strategic operating goals and objectives; oversees the planning, development, implementation and maintenance of programs, policies, procedures, goals, budgets, systems and processes.
- Supervises personnel including work allocation and prioritization, training, performance evaluation and management; motivates employees to achieve high performance, creates and fosters a team-oriented and collaborative work environment.
- Prepares the department's annual goals and budget recommendations for Council and administers the approved budget.
- Oversees and/or coordinates the collection, compilation, and analysis of program activity data; develops, writes, and presents comprehensive statistical and narrative program reports.
- Plans, organizes, and directs utility operations including engineering, construction, maintenance, operations, commercial activities, contract negotiations, commodity resource acquisition and commodity marketing.
- Informs the County Administrator on departmental policies and programs, and coordinates activities with those of other departments and public agencies.
- Confers with the Board in carrying out their policies.
- Handles negotiations with commodity resource companies on acquisition activities.

- Assumes responsibility for rate intervention on all potential rate cases and rate designs submitted to the Board and County Council.
- Oversees administration of wheeling contracts, including potential sales to outside entities.
- Directs and supervises professional and non-professional personnel in engineering activities, including design, inspection, approval and acceptance of capital construction projects, subdivision developments and survey work.
- Works with federal, state and other agencies and officials in the mutual resolution of matters and issues that affect the county and DPU.
- Resolves a wide range of issues and problems impacting the DPU.
- Represents the Board on local, regional, state and national groups as directed.
- Communicates Utility policy as well as coordinates Utility activities with other local governments, neighboring Native American pueblos, the Los Alamos National Laboratory, the state government, the National Nuclear Security Administration, other federal agencies and the state and federal Congressional delegations.
- Maintains a working relationship with the New Mexico Municipal League, New Mexico Association of Counties and similar national associations relevant to DPU.
- Oversees the coordination of all activities in which Utility Rights of Way and/or easements are involved when considering the conveyance of county real property or the acquisition of real property by the county, including completion of the DOE land transfers.
- Makes presentations to staff, council, the Board, and the public.
- Testifies before legislative bodies and regulatory agencies.
- Ensures compliance with regulatory agencies and files periodic reports.
- Coordinates with outside agencies and county departments to insure high quality services continue to be provided at the least possible cost.
- Contributes to DPU's effectiveness by identifying short- and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.
- Prepares and presents reports on the status, activities and plans for current and future operations.
- Makes presentations to staff, council, the Utilities Board, and the public.
- Keeps abreast of developments in the utility and engineering fields by attendance and participation in conferences and meetings of professional groups and constant review of literature.
- Prepares comments and responses on proposed federal or local legislation, regulations, policies and procedures related to environmental concerns.
- Monitors all employees and outside vendors and businesses to ensure that they are in compliance with regulations and security procedures.
- Serves as a key member of the Senior Management Team.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- Bachelor's Degree in Management, Engineering, Business Administration, Public Administration or related field.
- Ten years experience in Utility administration, legislative support, fiscal analysis, management analysis, personnel administration or other related field, three years of which must be in a management or supervisory capacity in Utilities operations.

- Must possess, or ability to obtain within first sixty days of employment, and maintain a valid New Mexico Class "D" driver's license.
- Must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.
- Must establish and maintain residency in Los Alamos County within ninety days of employment.

Preferred Qualifications:

- Master's Degree in Management, Engineering, Business Administration, Public Administration or related field.

Knowledge, Skills, and Abilities:

- Knowledge of applicable federal, state and local laws and regulations.
- Knowledge of statistical compilation and analyses.
- Knowledge of public or business administration, principles of organization, local government organizations, human resources practices and requirements, property management, and public management information systems.
- Knowledge of government, legislative and administrative procedures, fiscal and budgetary matters at all levels of utility programs.
- Knowledge of the budget process and funding sources and of county/municipal government.
- Skill in demonstrating visionary leadership skills, self-initiative, self-direction and creativity.
- Skill in organizing resources and establishing priorities.
- Skill in analytical, problem solving, and critical thinking gained within a complex, demanding work environment.
- Skill in the use of personal computers and related software applications, such as spreadsheets, database programs, project management software and office automation.
- Skill in problem solving, human relations, and time management.
- Skill in organizing and presenting information clearly and concisely, both orally and in writing.
- Skill in operating business computers and office machines, including in a Windows environment.
- Ability to prepare and develop ordinances, codes, laws, rules, regulations, policies and procedures governing municipal operations and programs.
- Ability to coordinate and supervise staff; provide leadership and direction for division managers and employees.
- Ability to manage departmental budget, analyze and interpret fiscal and accounting records and financial statements.
- Ability to work both independently and as a member of a professional team.
- Ability to maintain confidentiality of all privileged information.
- Ability to work in a participatory democracy with a highly involved, well-educated citizenry that has high expectations for service delivery from the local government.
- Ability to understand and work effectively with other government entities, particularly NNSA, State of NM Environmental Department, State of NM Finance Authority, Forest Service, Park Service, Native American pueblos and other similar agencies.
- Ability to exercise independent judgment.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain confidentiality.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit and stand; use sense of smell; have manual and finger dexterity; stoop, and talk or hear. The employee is frequently required to walk, and climb stairs. The employee is occasionally required to crawl, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed primarily in an office setting with a moderate noise level. Travel, attendance at various meetings, and work outside of the normal business hours may be required.

This position is covered under the Department of Transportation (DOT), Anti-Drug & Alcohol Act pursuant to the Pipeline Safety and Commercial Drivers License Regulations, covering random, post-accident, pre-hire, and return to duty testing.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Council Chair: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: MM/DD/YYYY Revised: MM/DD/YYYY