



The City of Barron is seeking applications from qualified individuals for the position of Utility Manager.

PURPOSE OF POSITION:

The Utility Manager shall work under the direct supervision of the City Administrator. This is a highly independent and responsible executive level position that supervises and directs the day-to-day operations of electric and water distribution and wastewater collection. This position provides construction information, recommendations, technical assistance to City Administrator, attends all meetings related to Public Utilities. Prioritizes order of construction projects and lays out daily work schedules; oversees construction projects including CIP projects, including supervising contractors and consultants. Administers department budget and authorizes related expenditures.

This is a full-time, exempt position, including a competitive benefits package.

For more information about the City of Barron and to find out more about this position, visit our website at www.cityofbarron.com.

To apply for this position, send a cover letter, resume, and references to ljacobson@barronwi.us or mail to:

City of Barron, Attn: Liz Jacobson
PO Box 156
City of Barron, WI 54812

Applications must be received by Friday, January 15th, 2021 by 4:30 PM to be considered for the position.

Position Title: Utility Manager

Reports to: City Administrator

Employment Classification: Full-time

FLSA Category: Exempt

Pay Type: Salaried

Position Summary:

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Essential Duties and Responsibilities:

Principal Duties and Responsibilities:

- **Plans, directs, and coordinates the activities of Electric, Water and Wastewater Utilities:** Provides professional and technical direction and guidance; ensures compliance with Federal, State and Local laws, regulations and ordinances, and monitors applicable regulatory changes.
- **Develops, plans and implements long and short-term strategic goals, planning and objectives for the department:** Evaluates performance and effectiveness of current utility services, programs and systems in relation to growing needs of the City; projects consequences of proposed actions; implements modifications or enhancements.
- **Manages, directs and evaluates the assigned department staff:** directs work; provides training; ensures employees follow policies and procedures; processes employee concerns and programs; conducts performance evaluations; makes hiring, termination and disciplinary recommendations.
- **Develops, recommends and implements policies and procedures for the department:** reviews efficiency and effectiveness of utility operations, methods, processes and procedures; designs and implements new and revised policies or procedures; ensures that the department activities comply with established policies.
- **Provides organizational leadership and development:** Conducts leadership meetings; mentors and advises staff; facilitates leadership and staff collaboration; leads departmental development, occupational development, team building, and succession planning.

- **Develops and administers budget for the department:** forecasts funding needs for operations, staffing, equipment, and capital improvement projects; coordinates budget development with City Administrator; monitors expenditures to ensure compliance with approved budget; prepares and submits department documentation and monthly reporting of operations.
- **Works with adjacent Counties and Cities to develop mutually beneficial agreements regarding utilities.**
- **Responds to requests for information and provides subject-matter-expertise and guidance to other departments, consumers, the general public, and outside agencies.**
- **Collaborates with City Administrator, Board of Commissioners, City Council, regulatory agencies, consultants, other City departments and committees to address Utility operations, projects and issues:** Proposes policies, purchases and solutions; delivers formal presentations; participates in executive team discussions and decisions regarding area of assignment.
- **Responds to emergencies of this department or others as may be required, and assists all other divisions and departments as may be required.**
- **Performs the duties of subordinates as may be necessary.**
- **Performs other duties as assigned by the Administrator or Utility Commission.**

Knowledge, Skills and Abilities:

- Extensive knowledge of the electric, water and wastewater industries, including financial aspects in the construction and operations of utilities.
- Principles of public administration; purchasing, accounting and finance and budgeting to effectively administer and prepare budgets and to compile and analyze detailed fiscal and statistical information.
- Knowledge of personnel management, with the ability to effectively supervise, direct and evaluate the work and work performance of exempt and non-exempt staff.
- Knowledge of applicable laws, rules and regulations.
- Knowledge of principles and practices of safety management.
- Ability to establish and maintain effective working relationships with employees, contractors, developers, officials, and the general public.
- Ability to plan, organize, and supervise the work of subordinates.
- Excellent communication skills both written and oral with the ability to prepare and present clear, concise reports and presentations for varied audiences.
- Ability to effectively supervise, train and evaluate staff.
- Proficient use in Microsoft products including Outlook, Word, and Excel.
- Ability to maintain regular punctual and predictable attendance and work extra hours as required.

Required Experience, Education and Training

- Bachelor's Degree in Engineering, Public Administration, Engineering, Business Administration, or a closely related field of study.
- Ten (10) years of progressively responsible experience managing utility operations, including two (2) years of experience in a related management level position.