



Town of Prosperity, South Carolina
Job Description

Job Title: Utility Operations Manager
Utilities Department

General Statement of Job:

Plan, direct, and manage utility personnel, special projects, daily operations and scheduled activities (including but not limited to work orders) to ensure reliable, safe, and efficient collection of waste-water, distribution of water, and electrical services to businesses and residential customers throughout town limits. Physically respond, supervise and participate in job functions that involve manual labor, site work, trench work, repairs and installations to ensure job completion.

Reports directly to the Town Administrator

Specific Duties and Responsibilities

ESSENTIAL JOB FUNCTIONS:

- Oversees the installation, maintenance, and service of water and sewer taps.
- Oversees the installation, maintenance and service of electrical lines to include turn on and off.
- Oversees construction, maintenance and repair of water and sewer lines and appurtenances.
- Oversees with the installation, maintenance, repair and flushing of fire hydrants.
- Oversees the Maintenance of Buildings, Grounds, and Facilities.
- Oversees and Assigns Job Duties to Subordinates in Water, Sewer, Electrical, Streets, and Maintenance Departments.
- Conducts and monitors employee safety program, providing oversight of departmental safety training and department wide compliance (both state and federal) with safety requirements.
- Responsible for hiring and supervising for all utility departments.
- Responsible for assignment of personnel for inventory control of warehouse and vehicles.
- Maintains utility vehicles by assigning, maintaining or performing fluid levels, lights, tire pressure, and other required preventative maintenance on water/sewer vehicles as well as electrical vehicles to include: line truck, bucket truck, and other equipment as required.
- Able to work a flexible schedule including weekends, special events, and emergency response as well as any "On-Call" responsibilities on a routine basis.
- Receives and assigns and/or processes various records and reports such as utility work orders, email instructions, Town Council and Mayor set activities and priorities and accurately and completely follow through with verbal assignments by Mayor and Town Administrator.
- Adheres to safety manual, MSDS, policy and procedure manuals, codes/laws/regulations, publications and reference texts, and is informed and knowledgeable of changes, updates, and adjusts accordingly.
- Ability to operate a variety of equipment and machinery such as backhoe, commercial dump truck, sewer cleaner, hydraulic pumps, saws, jackhammer, etc.

- Uses a variety of tools such as cut off saw, plumbing tools, pipe wrenches, water tapping tool, mechanic tools, ratchets, wrenches, hand tools, etc.; and a variety of supplies and materials such as pipe, couplers, repair bands, tapping saddles, fittings, general office supplies, etc.
- Develop relationships with other electric utility companies, agencies, associations, and vendors necessary to contribute to the success of the utility department by attending local, regional and state conferences/trade shows/trainings as directed by Town Administrator.
- Interacts and communicates with various groups and individuals such as the Mayor, Town Council, Town Administrator, town customers, Governmental Officials, Contractors/Vendors, Regulatory Personnel, Consultants, and the other utility personnel.

ESSENTIAL SAFETY FUNCTIONS:

- It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.
- Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

ADDITIONAL JOB FUNCTIONS:

- Attend and Report at monthly Council Meetings
- Assists other Town organizations in emergencies
- Performs related duties as required

Minimum Training and Experience

Bachelor's degree in Public Administration, engineering, business, planning or a related field; 5 years of progressively responsible supervisory experience in public works field and 3 years of related experience in water, sewer, building maintenance or construction, electric transmission; or an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities. Must have Water Operator Certification Class D or be able to obtain before January 1, 2022 and South Carolina Commercial Driver's License.

Salary Range: \$40,000 – \$65,000 (based on experience and education)