

Town of Bargersville
Utilities Administrator

Job Summary

This position is responsible for leadership work as the Utility Administrator for the Town of Bargersville. The Utility Administrator is under the direction of the Town Manager and/or Town Council and works closely with the Clerk-Treasurer and Director of Development. Performance must be in accordance with Indiana's statutes and the Town Council's initiatives. The Utility Administrator will oversee the utility operations of the water, wastewater, electric, storm water and street department. The Utility Administrator shall deal directly with members of the public, regulatory agencies, accountants, supervisors, foreman, Town officials, purchasing agents and consultants to plan overall operation of the utilities. The Utility Administrator will manage daily operations of the utility facilities and manage a team of approximately 30 employees involved in utility operations. The Utility Administrator is not a utility superintendent as defined in IC 8-1.5-3-5, and serves at the pleasure of the Town Council.

Pay classification: Exempt

Responsibilities

The Utility Administrator, under direction of the Town Manager and/or Town Council is responsible for:

- Maintaining the administrative organization of the utilities with the supervisors and employees of each department.
- Attending meetings of the Town Council and recommending actions considered advisable.
- Providing recommendations to the Town Manager and/or Town Council regarding hiring, promoting, disciplining and separation of employees for existing or newly-created job positions.
- In conjunction with the department supervisors of the various utilities, oversees the training of new employees
- Identifying service and policy needs and brings to the attention of the town council with recommendations for action.
- Establishing procedures for employees to follow.
- Communicating with citizens, business owners and employees to resolve issues.
- Maintaining a sound public relations posture between the town and its citizens, the press, and other federal, state and local governmental agencies.
- Maintaining contact with the public by handling suggestions, complaints and information requests.
- Overseeing active projects that include infrastructure initiatives, vendor relationships and work with engineers/contractors.
- Administering and enforcing all ordinances, orders, resolutions and directions of the Town Manager and/or Town Council.
- Overseeing that all statutes that are required to be administered by the Town Council or town officer subject to the control of the Town Council are faithfully administered.
- Evaluating and making recommendations for budgeting with department supervisors and Town Council.

Reports To

As directed by the Town Council, to the Town Manager and/or directly to the Town Council.