TOWN OF BARGERSVILLE  
UTILILTIES ADMINISTRATOR

Position Summary

The Utilities Administrator is Department Head of Utilities for the Town of Bargersville. This position is directed by the Town Council and operates in close relationship with the Town Manager and Clerk-Treasurer. Performance is in accordance with Indiana statutes and Town Council ordinances and advisories. The Utilities Administrator is responsible for the oversight and effective operation of fresh water treatment and distribution, waste water treatment, electric service and storm water. The Utilities Administrator shall interact with members of the public, regulatory agencies, contractors, consultants, and Town officials (or designee) to plan and physically oversee the overall operation of the Town's utilities. The Utility Administrator will generally manage daily operations of utility facilities and be physically able to access the various utility infrastructures, as required, for oversight of construction and maintenance/repairs. The Utility Administrator is not a Utility Superintendent as defined in IC 8­1.5-3-5.

Pay Classification: Exempt

Responsibilities

The Utilities Administrator, under the direction of the Town Council, is responsible for:

* Directing and maintaining the administrative organization of the utilities with the supervisors and employees of each department as well as generally overseeing the physical operations of each utility facility.
* Attending meetings of the Town Council, Technical Review Committee and other utility related meetings to present infrastructure information related to the utilities and recommending action considered advisable.
* Providing recommendations to the Town Council regarding employment, promotion, discipline and separation of employees for job positions.
* Assuring the proper training of new and promoted employees.
* Identifying service and policy needs and bringing such to the attention of the Town Council.
* Establishing operating procedures. Creating and maintaining required documents for the Clerk-Treasurer to comply with State Board of Accounts -Uniform Internal Controls Standards for Public Subdivisions, and others as required.
* Communicating with citizens, business owners, developers, contractors and employees to resolve utility issues.
* Maintaining an effective public relations posture between the Town and its citizens, media, and federal, state and local governmental agencies as pertains to utilities.
* Overseeing active projects that involve utility infrastructure initiatives, vendor relationships and work with engineers/contractors as well as preparation of bid documents.
* Reading and understanding infrastructure construction plans and specifications.
* Administering and enforcing all ordinances, orders, resolutions and directions of the Town Council.
* Evaluating and making recommendations for annual budgeting with department supervisors, Town Council and Clerk-Treasurer and reviewing utility monthly expenses to ensure compliance.
* Understanding the methodologies pertaining to the calculations involved in certain engineer reports and sewer service agreements "15 year law" relative to the Town's Master Plan watershed areas and recoupments.
* Demonstrating a basic knowledge of various town utilities functions and a grasp of technical understanding of stormwater systems, sanitary collection systems, wastewater plant and lift station operations, water distribution, wastewater treatment facilities and electric power distribution.
* Performs other duties as assigned by the Town Council and consistent with applicable Indiana law.

Position Requirements

* Graduation from a recognized accredited college or university with a degree in Engineering, Business Administration, or related field.
* Ten (10) years progressively responsible experience in utility operations or administration with a minimum of five (5) years of direct supervisory responsibility. A comparable amount of experience, education and training may be substituted for the minimum requirements if determined the position duties can be performed.
* Effective leadership experience.
* Demonstrated communication skills including public speaking.
* Knowledge and experience of/with public utilities preferably in Indiana.
* Knowledge and experience in municipal/utility budget development.
* A valid Indiana vehicle driver's license

Physical/Environmental Requirements

Mobility to work in typical office settings using standard office equipment is required. In addition, vision to read printed materials and computer screen; hearing and speech to communicate in person or by telephone.

Occasional exposure to adverse weather and rough terrain experienced in utility emergency situations and utility construction/repair areas.