



CITY OF DAWSONVILLE

UTILITIES DIRECTOR

UT/1
Exempt
505 Enterprise

Position Title: Utilities Director

Department: Utilities

Reports To: City Manager

FLSA Status: Exempt

JOB SUMMARY

Oversee and strategically manages all operations related to Dawsonville's water, sewer, and watershed systems. This Director role includes leadership, planning, and direction across a wide range of functions including Water and Wastewater Treatment, Distribution and Collections, Finance and Administration, Engineering and Construction Services, and Environmental Compliance and Permitting. The Utilities Director ensures the delivery of safe, reliable, and sustainable utility services to the community while maintaining compliance with federal, state, and local regulations.

DEPARTMENT DIRECTOR RESPONSIBILITIES SUMMARY: Responsible for the overall efficiency and effectiveness of departmental operations, including:

- Leading the planning, organization, direction, and scheduling of departmental work.
- Interviewing, recommending hires, and evaluating staff performance.
- Providing guidance, reviews, and feedback to team members.
- Developing and managing the departmental budget, ensuring compliance with City policies.
- Setting departmental goals and monitoring progress toward them.
- Keeping the City Manager informed of departmental operations and emerging trends.
- Organizing and maintaining documentation of all relevant departmental information.

MAJOR DUTIES

- Manages and coordinates all Department Divisions, including planning, directing, and organizing, and scheduling work. Oversee hiring and performance evaluations of division leaders, and supervise staff involved in Water and Wastewater Treatment, Distribution and Collections, Finance and Administration, Engineering and Construction Services, and Environmental Compliance and Permitting.
- Provides guidance to staff on policies, procedures, and problem-solving; reviews ongoing work; and handles serious public complaints and requests.
- Directs the overall planning, organization, and administration of Dawsonville's water, sewer, and watershed utility systems.
- Provides strategic leadership and policy recommendations to the City Manager, City Council, and key stakeholders on utilities operations, future needs, and capital investments.
- Ensures compliance with all state and federal regulations, including the EPA, Georgia Environmental Protection Division (EPD), OSHA, and other regulatory agencies.
- Coordinates with state and local agencies to align road construction with water, and sewer infrastructure projects. Meets with regulatory bodies like EPD, EPA, and the Corps of Engineers to manage permits, ensure compliance, and complete required reporting for water and sewer operations.
- Manages the department's annual revenue forecast and budget, approves expenditures, and ensures funds are used properly. Reviews and authorizes all requisitions, purchase orders, and invoices.
- Leads the planning and implementation of short- and long-term improvements to water and sewer systems. Oversees the five-year Capital Improvement Program and its financing, project plans, and specifications. Meets with developers to review water and sewer proposals.
- Oversee the inspection, installation, and testing of all City water and sewer lines.

- Represents the City in regional, state, and national groups that influence regulations and guidelines for water, sewer, and watershed systems, including organizations like the Metropolitan North Georgia Water Planning District and environmental stakeholders.
- Oversee the administration of the City's Sewer Use Ordinance, Industrial Pretreatment Program, Water Conservation Program, and water/sewer requirements in subdivision regulations.
- Employee subject to recall during emergency situations to support departmental or city operations.
- Performs other related duties as required.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED BY THE POSITION

- Strong understanding of water distribution and sewer collection systems
- Knowledge of water and wastewater treatment, and watershed operations, construction, water storage, and lab/technical services.
- Familiarity with wastewater treatment methods, pumping systems, and biological processes.
- Understanding of municipal budgeting and multi-source financing.
- Proficiency with water/sewer plant equipment and testing tools.
- Awareness of watershed issues and non-point source pollution.
- Knowledge of construction tools, environmental service practices, and current federal/state water regulations.
- Skilled in preparing and evaluating RFQs and RFPs for professional services.
- Ability to recruit, develop, and manage staff effectively.
- Capable of overseeing diverse departmental functions, planning studies, and construction projects.
- Strong interpersonal skills for working with staff, contractors, officials, and the public.
- Excellent verbal and written communication skills.

SUPERVISORY CONTROLS

The Utilities Director reports to the City Manager, who sets departmental goals and objectives, and evaluates performance through reports and observation of activities.

GUIDELINES

Guidelines include the City Charter, Code of Ordinances, policies and procedures, state, and federal law, EPD guidelines, Corps of Engineers standards, and Federal Emergency Management Agency guidelines. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- Works standard hours with required attendance at evening meetings.
- Frequently supervise staff outdoors and assist during storm damage or weather-related emergencies to ensure safe city street conditions.
- Requires expertise in budgeting, personnel management, landscaping, facility operations, soil erosion laws, and general office administration.

CONTACTS

Regularly interacts with coworkers, city staff, developers, engineers, officials, property owners, and the public to provide services, exchange information, resolve issues, and negotiate or justify decisions.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Duties involve both office and field work, including sitting, standing, walking, bending, crouching, stooping. The employee may occasionally climb ladders, distinguishing between shades of colors, and using the sense of smell. The employee lifts light to heavy objects, up to 40-50 pounds may be required.
- Work is performed indoors and outdoors, sometimes in cold or inclement weather, sometimes in a confined space. Exposure to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals
- Use of personal protective equipment (e.g., masks, gloves, goggles) is required as needed.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The Utilities Director supervises the Utilities Department Staff, plans work and oversees the activities of the Operational Manager, Water Treatment Lead, and Water Treatment Operators.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Civic Environmental Engineering, or related field.
- Five (5) or more years of progressively responsible experience in Utilities management or a related field, including at least three (3) years in a leadership/management capacity.
- Any equivalent combination of education and experience which provides the minimum level of qualifications stated above.
- Valid Class C Driver's License.
- Must have and maintain a satisfactory Motor Vehicle Record (MVR).
- Class 3 Water Operator required. Class 2 Water Operator preferred.
- Class 3 Wastewater Operator required. Class 2 Wastewater Operator preferred.

SALARY RANGE

- Competitive salary commensurate with qualifications and experience.
- Comprehensive benefits package including health insurance, retirement plan, paid leave, and professional development opportunities.