



CITY OF RICHMOND
Department of Human Resources
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<http://www.richmondgov.com>

**INVITES APPLICATIONS FOR THE POSITION OF:
Director of Public Utilities**

An Equal Opportunity Employer

SALARY

\$102,831.00 - \$156,953.00 Annually

ISSUE DATE: 10/29/17

FINAL FILING DATE: Continuous

THE POSITION

An incumbent of this class is a department head with the responsibility of providing leadership, fiscal management, administration, and operational direction to the Department of Public Utilities in the administration and management of all City Utilities. The Director plans, organizes, and implements programs; reports progress of major activities to executive level administrators, and is responsible for the accomplishment of the goals and objectives for the department as set forth by the Mayor and Chief Administrative Officer (CAO). The Director researches and formulates long-range goals and works closely with the city administration, Mayor, and elected officials to accomplish the goals.

Supervision:

- **Exercised:** Classification typically supervises.
- **Received:** Typically reports to the CAO or Deputy Chief Administrative Officer of Public Works, Utilities and Facilities
- **Note:** Other reporting relationships may apply

Please note that this is an executive unclassified position. The selected candidate will serve at the will of the appointing authority. City residences is required within one year of hire.

EXAMPLE OF DUTIES

The Department of Public Utilities (DPU) is seeking to fill the position Director of Public Utilities. The selected candidate will oversee the operation of five major utilities - natural gas, water, wastewater, stormwater, and electric street lighting and the customer service division. DPU currently has approximately 700 employees and provides public utilities services to more than 500,000 residents and commercial customers in the metropolitan region. The department's assets exceed \$1 billion and the current budget is: O&M - \$333,937,666, CIP - \$118,333,000, and Net Revenues - \$122,900,000.

Duties include but not limited:

- Planning, directing, coordinating, and controlling the operations and maintenance of all City utility systems and services; initiates departmental personnel actions;
- Consulting with senior management to establish policies and resolve complex administrative problems;
- Publishing departmental policies and procedures; monitoring and enforcing City, State, and Federal rules, regulations, grants, and procedures;
- Developing and directing comprehensive departmental construction, maintenance, and operational programs; coordinating inter-departmental activities; conferring with Chief

Administrative Officer and Deputy Chief Administrative Officer regarding general operations;

- Providing for the analysis of complex statistical data regarding utility demand and operations;
- Monitoring and analyzing information and reporting, such as monthly financial statements, to determine any necessary modifications to rate schedules; assuming responsibility for the growth and profitability of the gas utility;
- Reviewing operations reports, monitoring department expenditures, and analyzing annual budgetary proposals; making recommendations;
- Serving as the flood protection Superintendent per 33 CFR 208.10(a)(2);
- Attending meetings and making presentations and recommendations to City Council; serving on various task groups and committees; functioning as liaison to local, State, and Federal regulatory agencies; making speeches and serving on panels for civic, social, and other interested groups.

QUALIFICATIONS, SPECIAL CERTIFICATIONS AND LICENSES

Knowledge, Skills and Abilities:

This position requires an extensive knowledge of contemporary public utilities practices, methods, materials, equipment, procedures, objectives, and standard practices of municipal utilities field operations, including but not limited to water, wastewater, and reclaimed water operations; gas operations. Knowledge of Federal, state, county, City, tribal, and other applicable statutes, agreements, standards, and codes for assigned Municipal Utilities functions; and considerable knowledge of governmental budgeting and administrative practices and procedures. Requires skills in municipal administration, project management, and budget procedures; Federal law (OSHA), state regulations and City policies regarding safety training and safe work practices. Ability to plan, organize, direct, coordinate, evaluate and oversee activities of operating divisions and their personnel. Must possess the ability to communicate effectively, both orally and in writing and to groups, as well as individuals. Requires the ability to develop and/or oversee the development and implementation of departmental public relations and public education programs and the ability to establish and maintain productive working relationships with City administrative officials, elected officials at the local and state levels, the press, the general public and other governmental and public organizations.

Education, Training and Experience:

This position requires graduation from an accredited college or university with a degree in Engineering, Business Administration, Public Administration, or a related field supported by increasingly responsible administrative and managerial experience in public utilities management. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

This position requires ten years of progressive public utilities experience with five years of responsible managerial experience in directing the staff and programs of a major, multi-faceted local government public utilities agency such as Water and/or Sewer Utility, Gas, Electrical, Engineering, or comparable.

No Special License or Certification required.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS: Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a regular and recurring basis, and routine keyboard operations.

ENVIRONMENTAL HAZARDS: Environmental hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS: Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

Requires normal visual acuity, field of vision, depth perception, hearing and speaking.

ADA COMPLIANCE: The City of Richmond, Virginia is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

APPLICATIONS MAY BE SUBMITTED ONLINE AT:
<http://www.richmondgov.com>

EXAM #35M00000336
DIRECTOR OF PUBLIC UTILITIES
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Director of Public Utilities Supplemental Questionnaire

- * 1. 10-point compensable veteran. You must have an existing compensable service-connected disability of 10 percent or more. Other 10-point veteran include disabled veteran or a veteran who was awarded the Purple Heart for wound or injuries received in action, veteran's widow or widower who has not remarried, wife or husband of a veteran who has a service-connected disability, widowed, divorced or separated mother of an ex-service son or daughter who died in action, or who is totally and permanently disabled. Do any of these apply?
 - ☐ Yes
 - ☐ No
- * 2. 5-point veteran's must have been discharged under honorable conditions and had one of the following: Active duty in the Armed Forces of the United States, in a war, or during the period 4/28/52-7/1/55 or active duty for more than 180 consecutive days other than for training, any part of which occurred during the period beginning 2/1/55 and 10/14/76 or active duty during the Gulf War sometime between 8/2/90 - 1/2/92 or active duty in a campaign or expedition for which a campaign badge has been authorized or active duty for which more than 180 consecutive days other than for training, any part of which occurred during the period beginning 9/11/2001 and ending on the date prescribed by the Presidential proclamation or by the law as the last date of operation Iraqi Freedom. Do any of these apply?
 - ☐ Yes
 - ☐ No
- * 3. Which answer below describes your highest level of education?
 - ☐ High school diploma/ GED
 - ☐ Some college
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Advanced Degree
- * 4. Do you have an advanced degree in science, technology, engineering, mathematics, business or public administration?
 - ☐ Yes
 - ☐ No
- * 5. How many years of experience do you have leading a public sector water utility?
 - ☐ Less than 5 years of experience
 - ☐ 5 to 8 years of experience
 - ☐ 8 to 10 years of experience
 - ☐ 10 or more years of experience
- * 6. How many years of experience do you have leading a public sector wastewater utility?
 - ☐ Less than 5 years of experience
 - ☐ 5 to 8 years of experience

- ☐ 8 to 10 years of experience
- ☐ 10 or more years of experience
- * 7. How many years of experience do you have leading a public sector stormwater, floodwall, and/or levee utility?
 - ☐ Less than 5 years of experience
 - ☐ 5 to 8 years of experience
 - ☐ 8 to 10 years of experience
 - ☐ 10 or more years of experience
- * 8. How many years of experience do you have leading a public sector natural gas utility?
 - ☐ Less than 5 years of experience
 - ☐ 5 to 8 years of experience
 - ☐ 8 to 10 years of experience
 - ☐ 10 or more years of experience
- * 9. How many years of experience do you have leading a street light utility?
 - ☐ Less than 5 years of experience
 - ☐ 5 to 8 years of experience
 - ☐ 8 to 10 years of experience
 - ☐ 10 or more years of experience
- * 10. How many years of experience do you have leading a customer service department?
 - ☐ Less than 5 years of experience
 - ☐ 5 to 8 years of experience
 - ☐ 8 to 10 years of experience
 - ☐ 10 or more years of experience
- * 11. Do you have 5 or more years of experience working in a public sector organization with over 500 employees leading a culture of safety, customer service, continuous improvement, and employee pride and ownership?
 - ☐ Yes
 - ☐ No
- * 12. In your career, have you been a leader of a team that generated annual revenues from fee based public utilities in excess of \$100 million dollars?
 - ☐ Yes
 - ☐ No
- * 13. In the space below, please explain how your education, training, and experience has prepared you for this opportunity.

* Required Question