

## Director of Utilities



**Job Code**  
**8150**

**Job Description Title**

**FLSA Status**  
**Exempt**

**Job Family**  
**Utilities**

**Last Updated Date**  
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**Job Grade Code**  
**EX7**

**Department - Job Level**  
**Bus/Fin**

**Vacation Plan**  
**Vacation A**

**Job Level**  
**7 - Director / Deputy  
Director**

### Job Summary

Direct, administer, manage, and lead the Utilities Department in support of organizational policies, goals, and objectives established by the City Manager, the City Council, the City's Strategic Plan, and the Department Strategic Plan.

### Essential Functions

- Provide guidance and direction to the Water, Power, Utility Accounting, Utility Application Services, Pulse, and Customer Relations Division Managers in planning, development, promotion, and delivery of critical utility services to the community.
- Direct the preparation of short term and long-range plans and the Water and Power annual budget in support of the Department and City's Strategic Plans.
- Monitor revenues and expenses, internal service funds, and transfers. Ensures that all Water and Power programs, projects, and operations comply with applicable local, state, and federal regulations and laws.
- Coordinate closely with the City Council, City Manager, other department Directors, and all appropriate divisions within the City organization.
- Responsible for emergency management and recovery efforts for the department and acts as an executive member of the City's emergency management team(s).
- City liaison for the Loveland Utilities Commission and Loveland Communications Advisory Board.
- Serve as the City-appointed board member on the Platte River Power Authority Board of Directors.

### Other Job Functions

- Maintain a sound organizational plan by establishing policies that ensure management development and provides for capable management succession.
- Establish and ensure operating policies within Water and Power that are consistent with the Department's and City's Strategic Plans, and City Manager's objectives.

Performs other duties as assigned.

## Qualifications

### Required Education

Education Level	Description
4 Year / Bachelors Degree	Civil Engineering, mechanical engineering, electrical engineering or other related hard science

### Preferred Education

Education Level	Description
Graduate Degree	

### Required Experience

Experience	Comments
8 years	Experience related to engineering and/or utility field required; public sector experience preferred.
5 years	Supervisory experience.

### Preferred Experience

Experience	Comments
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An equivalent combination of education and or experience may substitute for education requirements on a year for year basis.

### Certifications

- Must possess a valid driver's license.
- Colorado Professional Engineer license preferred.

## Knowledge, Skills and Abilities

- Extensive professional and working knowledge of water, wastewater, power, and high-speed fiber engineering and operations.
- Understanding of technology applications used in support of utility operations.

- Experience with local government revenue and funding strategies.
- Demonstrated skill in successful multi-disciplinary project management.
- In-depth understanding of the complex drinking water, wastewater, power, and municipal fiber regulatory environments.
- Innovative and diplomatic managerial approach to problem solving and team building.
- Strong verbal, written, and interpersonal communication skills.

## Physical Demands and Working Conditions

### Frequency

### Physical Requirements

Frequent

Minimal physical effort typically found in clerical work. Primarily sedentary, may occasionally lift and carry light objects. Walking and/or standing as needed and minimal.

Light to moderate physical effort that includes frequent standing or walking or maintaining arms and hands in the same position for repetitive tasks. Frequently works with light objects and light hand tools.

Moderate to considerable physical effort that includes working from ladders in awkward positions. Frequent use of light or medium weight objects (e.g., 25-50 lbs) and use of medium weight tools.

Strenuous to extreme physical effort that includes frequent use of heavy objects (e.g., 50+ pounds) and may also use heavy tools or require strenuous application in awkward positions.

### Frequency

### Working Environment

Frequent

Exposure to routine office noise and equipment.

Occasional

Exposure to hazards typically found in general office environments where there is rarely to no exposure to injury or accident.

Exposure to hazards that are predictable or well protected against.

Exposure to marginal to moderate conditions that are unpredictable and may lead to injury.

Exposure to heat and noise along with working outside in the elements.

Exposure to hazardous conditions that may lead to workplace injury such as working in heights, exposure to fly ash and/or energized electrical equipment.

## Additional Working Demands/Conditions

*This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.*

*Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.*

*City of Loveland job descriptions are designed to describe the general nature and level of work necessary to perform well in the job; they are not intended to provide an exhaustive list of responsibilities, skills, and qualifications. City of Loveland job descriptions may be updated periodically, and additional activities, duties or responsibilities may be assigned by management as deemed appropriate.*

## Hybrid Remote Work Eligibility

This position may be eligible for up to two days per week working remotely. Probationary employees (within the first six months of employment) may not be eligible. Subject to change based on business needs and performance expectations.

## Background

Employment offers will be conditional on the successful completion of a driving record and criminal history background check.

## Management Level / Job Level

### Management Expectations

The Job Level for this position is shown in the top section of this page (next to the City of Loveland logo). Below are the management expectations for each job level. Pay bands are defined based on market conditions and will vary based on job family and industry.

#### **1 - Support and 2 - Professional**

This position has no supervisory or Management Responsibilities.

#### **3 - Supervisor for Temporary and Limited Benefitted Employees**

May monitor day-to-day operations. May provide direction to direct reports following standard practices and procedures.

May oversee tactical operations of support or trade employees.

May make recommendations regarding personnel decisions related to hiring, performance, or disciplinary actions.

Champions and embodies the company's mission, vision, values, and culture.

#### **4 - Supervisor for Benefitted Employees**

Provides direct supervision to professional, technical, and skilled employees to assure accountability to department and organizational goals and objectives.

Focus on day-to-day operations and ensuring tasks are completed efficiently.

Interprets policies and exercises independent judgment and decision making within department.

Makes personnel decisions related to hiring, performance, or disciplinary actions.

Champions and embodies the company's mission, vision, values, and culture.

#### **5 - Manager**

Provides 2nd level supervision to professional, technical, and skilled employees to assure accountability to department and organizational goals and objectives.

Functions as advisor to department, sets goals and objectives for team members to achieve operational

results.

Provides guidance, analyzes, and resolves department issues.

Interprets policies and exercises independent judgment and decision making within department.

Makes personnel decisions related to hiring, performance, or disciplinary actions.

Champions and embodies the company's mission, vision, values, and culture.

## **6 - Division Manager**

Oversees a division within a department and responsible for recommending, monitoring and managing the division budget and goals to align with senior leadership objectives.

Provides leadership of division and typically at least 2nd level supervision to professional, technical, and skilled employees to assure accountability to department and organizational goals and objectives.

Functions as advisor to and typically reports directly to a department director or deputy/assistant director, sets goals and objectives for team members to achieve operational results.

Provides guidance, analyzes, and resolves department issues and ensures effective communication across all levels of supervision.

Interprets policies and exercises independent judgment and decision making within department.

Makes personnel decisions related to hiring, performance, or disciplinary actions.

Champions and embodies the company's mission, vision, values, and culture.

## **7 - Director / Deputy Director**

Oversees department and is responsible for high-level strategic decisions, formulating, administering, and communicating policies and procedures.

Develops and implement plans and objectives for the department in an effective and innovative manner.

Provides complex guidance and manages matters of significance.

Directs the operational, financial, and hiring decisions within the department.

Collaborates with director leadership team to develop innovative solutions and propose those to senior leadership.

Regularly advises, interacts, communicates, and collaborates with executive leadership, reporting directly to the City Manager or Deputy City Manager.

Ownership of short to long-term strategy execution and operational direction in alignment with policy and executive leadership objectives.

Develops, coordinates, and maintains strategic and operational plans consistent with the company's strategic direction.

Oversees and reports on results to senior management.

Retains a diverse, highly qualified staff and provides career coaching, growth, and personal development for direct/indirect report employees.

Champions and embodies the company's mission, vision, values, and culture.

## **8 - Senior Executives (City Manager, Deputy City Manager, City Attorney & Municipal Judge)**

Establishes and models the mission, vision, values, culture, and long-term strategies for the organization.

Leads a group or groups within the organization through direct management of functional area directors and managers through collaboration and effective communication.

Ensures the appropriate talent selection, organization, and leadership for major areas of the organization.

Provides strategic leadership and direction in the planning, implementing, improving, and evaluating of a department(s).

Champions initiatives across the organization and partners with other members of leadership to identify opportunities for significant organizational enhancements.

Oversees and is responsible for division or department budget and operational forecast.

Makes complex, independent decisions for situations with precedent to ensure organizational objectives and goals are met.

Interacts with and develops relationships with stakeholders internally and externally.

Serves as the organizational representative and engages with the City Council, Boards & Commissions, employees, the public and other partnership entities.

Champions and embodies the city's mission, vision, values, and culture.