

CITY OF GAINESVILLE
JOB DESCRIPTION

Title Description: GENERAL MANAGER, UTILITIES
Title Code: 1045
FLSA Exemption Status: Exempt
Creation Date: 8/8/2012
Revision Dates: 12/27/2012, 02/06/2014
Approved by: /s/Rhonda Virden, Compensation Manager
Approved Date: 02/06/2014

SUMMARY

This Charter Officer directs all activities of the Gainesville Regional Utilities (GRU) and advises the City Commission with respect to all matters concerning GRU.

The General Manager - Utilities serves at the will of the City Commission. Work in this class is distinguished from other classes by its exclusive management jurisdiction and control over operating and financial affairs of GRU.

EXAMPLES OF WORK**

***This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. Performance of lower level duties may be required.*

ESSENTIAL JOB FUNCTIONS

Provides a leadership role for the City with respect to all matters concerning GRU.

Provides direction and control over the planning, development, production, purchase, sale, exchange, interchange, transmission and distribution of electricity.

Provides direction and control over the planning, development, purchase, sale, exchange, interchange, transmission and distribution of natural gas.

Provides direction and control over the planning, development, supply, treatment, transmission, distribution and sale of potable water.

Provides direction and control over the planning, development, collection, treatment, disposal and billing of wastewater.

Provides direction and control over the planning, development, and supply of telecommunications services.

Plans, directs, coordinates and administers all activities and personnel of GRU in accordance with all applicable federal, state, and local laws, rules, and regulations.

Develops, implements and monitors goals and key performance indicators (KPI) that are aligned with the strategic direction and business plan of the City Commission.

Develops, implements and monitors long- and short-range GRU strategies that are aligned with and support organizational goals and objectives.

Formulates, implements and monitors for effectiveness, all administrative and operational policies and procedures.

Assures effective communication of pertinent information to all department members including the GRU Vision and Core Business Values; business plan; and other information important to employees.

Represents GRU officially to various state and national organizations and agencies and councils.

Maintains positive working relationships with professional groups, consumers, public and community agencies.

Prepares, submits to the City Commission, and administers budget for the operation of GRU.

Serves as the purchasing agent for all equipment, materials, supplies and services necessary for operating and maintaining GRU subject to policies promulgated by the Commission.

Appoints and removes all directors of department at will.

Recommends selection, promotion, discipline, discharge, and other appropriate personnel actions.

Recommends to the City Commission all measures necessary and expedient for the proper governance and management of GRU.

Keeps the commission fully advised as to the management, governance and needs of GRU.

Participates in the administration of collective bargaining agreements.

Prepares and delivers presentations to the City Commission, other governmental agencies, civic groups, and professional organizations.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Shall perform all other duties prescribed by law, charter, ordinance, or direction of the City Commission.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Below are the required education, experience, knowledge, skills and abilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited college or university in business administration, finance or engineering; and ten (10) years of progressively responsible management experience in a major operational or administrative area of a utility; or an equivalent combination of education, training and experience that provide the required knowledge, skills and abilities.

A Master's degree in business administration is preferred.

CERTIFICATIONS OR LICENSES

Licenses

Valid Florida Driver License required within 30 days of appointment.

Certifications

None.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of the federal, state, and local laws, rules and regulations that govern electric, gas, potable water, wastewater and telecommunications services.

Thorough knowledge of principles and practices of public administration, including municipal finance management, budgeting, accounting, purchasing, information technology, risk management, and human resources.

Ability to plan, assign, review and supervise work of others.

Thorough knowledge of municipal organization and departmental functions, staffing, and operating procedures.

Thorough knowledge of charter provisions, ordinances, and state laws governing GRU's Utility Systems.

Thorough knowledge and skill in application of technology to utility problems.

Thorough knowledge of collective bargaining agreement administration.

Ability to visualize and direct the planning and development of improvements to the utility system.

Ability to develop long-term plans and programs and to evaluate work accomplishments.

Ability to effectively communicate material of a technical nature orally and in writing.

Ability to establish and maintain effective working relationships with elected and appointed government officials, charter officers, other city employees, the municipal utility community, and the general public.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

To perform this job successfully, an individual must possess certain physical abilities and be able to withstand work related environmental conditions.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is often required to sit for prolonged periods of time.

WORK ENVIRONMENT

Will be required to work and attend meetings outside regular business hours.

Will be required to respond during emergencies in varying climatic conditions.

Work requires constant access by commissioners and public.

Work requires residence within City limits within six months of appointment.

Work prohibits lobbying for programs without Commission approval.