

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, 07/03/2014
Approved by: /s/Rhonda Virden, Compensation Manager
Approved Date:

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 and may be appointed or removed at will by the City Commission. Work in this class is distinguished from other classes by its exclusive management jurisdiction and control over all operating, administrative 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.

Maintains a positive working relationship with and acts as a strategic partner with the City Commission.

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

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 KPIs.

Develops and recommends innovative and strategic system, process and practice changes to improve the cost effectiveness, efficiency and responsiveness of utility services provided by GRU to its customers.

Develops and recommends innovative low emission and low cost alternative and renewable sources for future energy generation.

Formulates, implements and monitors for effectiveness, all administrative and operational policies, practices and procedures. Ensures compliance with all applicable Federal, State and local laws, ordinances, rules, and regulations; and ensures that managers, supervisors, and employees are in compliance with these policies, practices and procedures.

Assures effective communication of the GRU Vision and Core Business Values, business plan, and other pertinent information important to key stakeholders such as employees, City Commission, elected officials and key customers.

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

Maintains positive working relationships with the GRU Governing Board, local business partners such as the Alachua County Board of County Commissioners, the Gainesville Area Chamber of Commerce, the University of Florida, Santa Fe College and the general public.

Represents GRU officially to various local, state and national organizations, agencies, councils and legislative bodies. Keeps abreast of legislative issues which may impact GRU.

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

Partners with department managers to ensure compliance with the organization's short- and long-term affirmative action goals and diversity recruitment strategies.

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.

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

Directs the accurate and timely response to public records requests relating to GRU activities and processes in compliance with Florida public records laws.

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

Participates in the administration of collective bargaining agreements.

Appoints and removes directors of departments at will.

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

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 multi-service 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.

Ability to learn and adhere to charter provisions, ordinances, and state laws governing GRU's Utility Systems.

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

Strong interpersonal skills as demonstrated by the ability to interact collaboratively and productively and to establish and maintain effective working relationships with individuals of diverse backgrounds including elected and appointed government officials, charter officers, City employees, local, state and Federal legislative bodies, local business partners, the municipal utility community, and the general public.

Excellent analytical skills as demonstrated by the ability to collect, develop, assess, and blend information and recommendations from a wide variety of sources.

Strong critical and creative thinking skills to assess and resolve problems or issues by gathering and assessing information, taking advice, and using judgment that is consistent with standards, practices, policies, procedures, regulations or law.

Ability to work under high stress levels, with frequent interruptions and with tight and often changing deadlines.

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

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

Excellent written and oral communication skills as demonstrated by the ability to articulate complex information and issues clearly and concisely.

Ability to direct the accurate and timely response to public records requests in compliance with Florida public records laws.

Ability to maintain security and confidentiality.

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

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

Thorough knowledge of collective bargaining agreement administration.

Experience and ability to deliver effective presentations.

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, including nights, weekends and holidays.

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

Work requires constant access by City Commissioners and the public.

Work requires residence within City limits within six (6) months of appointment.

Work prohibits lobbying for programs without City Commission approval.