



## UTILITIES DIRECTOR

The City of Walhalla, SC is seeking a Utilities Director to deliver exceptional services and represent the city with integrity and a spirit of cooperation in all relationships with staff and the community.

While the population is just over 4,100, Walhalla has over 8,000 water and sewer customers. The Utilities Director will oversee a staff of 24 full-time and 3 part-time employees and manage a \$5 to \$6 million dollar budget. Also, the Utilities Director will manage over \$10 million in projects currently underway.

Please apply by August 27, 2024.



## ABOUT US

Walhalla, (4,151 pop.) is a city in Oconee County, South Carolina. Settled by a group of German immigrants in 1850, it lies within the area of the Blue Ridge Escarpment, an area of transition between mountains and piedmont, and contains numerous waterfalls.



Today, Walhalla is a charming southern town with historical homes, churches, and the beautifully restored depot and Walhalla Civic Auditorium. With local shops, cafes, eateries and tree-lined streets, Walhalla is a delightful city to explore on foot.

Each October, Walhalla honors our German heritage with the annual Oktoberfest, presented by a local non-profit. With events for children, families, and adults, Oktoberfest is a special time of fun for the whole community and the visitors who come from near and far.

Walhalla is located just minutes away from the wide variety of activities Oconee County and the surrounding areas have to offer, including an abundance of hiking and mountain biking trails, numerous waterfalls, Stumphouse Mountain Park, the Chattooga River, the Blue Ridge Mountains, Clemson University and more.

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The City of Walhalla is an equal opportunity employer and does not discriminate based on race, color, national origin, sex, religion, age, or disability status in employment or the provision of services.

## GENERAL PURPOSE

Performs supervisory, administrative, technical, and professional work in planning, organizing, directing, and leading the Public Utilities Department, including water billing, water distribution system, water treatment plant, and sewer system. The Utilities Director is responsible for quality customer service, short- and long-term planning, operation and maintenance of the water and wastewater systems, effectively managing capital projects, and managing the utility fund budget.

Works under the broad policy guidance and direction of the City Administrator.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### *Supervisory*

- Supervises staff directly and through subordinates.
- Determines work procedures, prepares work schedules, and expedites workflow.
- Issues written and oral instructions.
- Works with other department heads and staff on interdepartmental issues and special projects that may have a significant impact on provision of city services.
- Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmonious, courteous, and understanding relationships, while fostering a collaborative teamwork environment. Develops and implements strategies and programs to maintain department productivity and employee morale.
- Ensures that the city's human resources policies are understood and followed throughout the department and that personnel issues are addressed in a timely manner.
- Determines professional development needs for department personnel and provides training and educational opportunities for their growth and development.
- Develops standard operating procedures (SOPs) for all routine tasks or jobs; ensure SOPs are updated to reflect changes or additional safety concerns as they arise; ensure personnel are adequately trained on all safety procedures and requirements for duties required in water and wastewater divisions.

### *Administrative*

- Oversees the preparation of the department's annual budget and presents the budget to the City Administrator for review and approval by the City Council.
- Oversees the daily administrative and technical operations of the department and the deployment of resources to projects in a fiscally responsible manner.
- Assists in developing department policies and procedures to ensure compliance with state and federal guidelines to include identifying proactive operational and maintenance activities or programs that ensure proper function, maximize service life of utility assets, improve service reliability to customers and reduce long-term operating costs.

## *Professional*

- Plans, implements and manages a continuous program of maintenance, construction, expansion and repair of city water production facilities, distribution systems, collection systems, wastewater systems.
- Advises the City Administrator and governing body on the status of the city's water and wastewater capacity to serve the needs of the city.
- Supervises the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Oversees the development or update of the Capital Improvement Program to ensure the reliable long-term asset life of all water and sewer department assets both in terms of capacity requirements and in terms of condition; reviews activities, condition assessments, policy needs, and other relevant information to direct in developing short and long-term capital planning needs.
- Determines applicable codes, regulations, and requirements for assigned projects.
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.
- Oversees project management and the maintenance and repair of water and sewer assets; monitors and inspects procedures, equipment, and operations for safety and proper process operations in compliance with state regulations; initiates problem resolution.
- Coordinates the preparation of reviews and updates the sanitary sewer, water, storm drainage, and street system maps, records, data base, and comprehensive plans.
- Develops and implements strategies to ensure quality customer service to citizens, contractors, vendors, and government agencies. Addresses customer service issues in a timely and responsible manner.
- Maintains regular contact with consulting engineers, construction project engineers, OJRSA, city, county, state and federal agencies, professional and technical groups and the public regarding department activities and services.

## PERIPHERAL DUTIES

### *Technical*

- Assists in the training of city personnel in public utilities systems and techniques.
- Determines the location of gas, telephone, power, television, water, and sewer lines from appropriate sources prior to excavation.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use. Performs routine inspections and preventative maintenance on utility department equipment. Responsible for the security, inventory, and accountability of city owned tools and equipment.
- Acts as foreman and performs required labor involved in construction and maintenance projects including pavement cutting, ditch digging, main and pipe repair, cutting, fitting, laying and backfilling, and servicing and installing fire hydrants. Ensures proper installation,

maintenance, and repair of sewer lines, sewer taps, manholes, and other sewer system appurtenances.

## DESIRED MINIMUM QUALIFICATIONS

### *Education and Experience:*

- (A) Graduation from high school or GED equivalency; and
- (B) Minimum of six years utility department experience including at least three years at a supervisory level.
- (C) Class B water distribution license. Class B or higher in both distribution and pretreatment preferred.
- (D) Any equivalent combination of education and experience.

### *Necessary Knowledge, Skills, and Abilities:*

- (A) Considerable knowledge of civil engineering principles, practices and methods applicable to a municipal setting; Thorough knowledge of applicable city policies, laws, and regulations affecting Department activities.
- (B) Skill in operating the listed tools and equipment. Background in construction.
- (C) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, city officials and the public. Ability to conduct necessary engineering research and compile comprehensive reports.
- (D) Ability to read a variety of documents and reports. Requires the ability to prepare/record required records and reports using the proper format punctuation, spelling, and grammar, using all parts of speech.
- (E) Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to understand and carry out written and oral instructions.

## SPECIAL REQUIREMENTS

- (A) Must possess a valid state driver's license or be able to obtain one upon employment.
- (B) Requires completion of a background investigation to the satisfaction of the city.

## TOOLS AND EQUIPMENT USED

Motor vehicle, backhoe, hydro excavator, dump truck, tamper, saws, pumps, compressors, common hand and power tools, phone, radio, computer, and copy machine.

## PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed in office settings, and outdoor work is required in the inspection of various development projects, construction sites, and utilities facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, and use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and smell.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is quiet to loud.

Must be able to work after business hours and on weekends as needed in response to emergencies.

## EMPLOYMENT GUIDELINES

The duties listed above are illustrations of the various types of work required. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## SALARY AND BENEFITS

The salary range for this position is \$75,000 - \$95,000 depending on education, experience, and qualifications. The City of Walhalla offers the following minimum benefits: PEBA health, dental, and vision insurance; SC State retirement; life insurance; short-term disability; paid holidays; and sick leave.

## HOW TO APPLY

Submit a cover letter, resume, and a list of 3 to 5 professional references via email to Mr. Trey Eubanks [teubanks@scacog.org](mailto:teubanks@scacog.org), or mail to 30 Century Circle, Greenville, SC 29607. Please apply by August 27, 2024. Your resume must illustrate an ability to perform the duties of the position.