

Job Brief: Assistant to the Director of Public Utilities

Location: City of Camden

Department: Public Utilities

Reports To: Director of Public Utilities

Position Type: Full-Time

The **Assistant to the Director of Public Utilities** is a key position responsible for supporting the Director in the effective oversight of administrative, technical, and operational functions of the Public Utilities Department. This role involves managing daily activities, coordinating capital projects, and supporting infrastructure planning across water, wastewater, sanitation, and electrical systems.

The successful candidate will demonstrate expertise in public utilities management, possess technical knowledge, and be a good communicator capable of navigating complex regulatory, operational, and personnel matters.

Key Responsibilities:

- Assist the Director in the day-to-day operations and long-term planning of the Public Utilities Department.
- Support employee management by addressing staff concerns, assigning duties, and counseling as needed.
- Help prioritize and coordinate work across multiple utility departments, including water distribution, wastewater collection, sanitation, and electrical services.
- Contribute to the development and execution of short- and long-term capital improvement programs.
- Support the design, construction, and management of new infrastructure and capital projects.
- Assist with utility rate evaluations and manage related data collection, reporting, and analysis.
- Assist with flow monitoring and other environmental compliance programs.
- Prepare, review, and manage official documents, correspondence, reports, and records.
- Act as a liaison to the public, city departments, contractors, and regulatory agencies.
- Perform other related duties as assigned by the Director.

Knowledge and Skills Required:

- **Knowledge of** local, state, and federal codes, acts, and policies related to water, wastewater, drainage, solid waste, and electrical systems.
- **Knowledge of** water and wastewater plant design, construction, operations, and maintenance.

- **Knowledge of** water and sewer line system design, construction, and maintenance procedures.
 - **Knowledge of** civil, mechanical, and electrical engineering principles relevant to public utilities.
 - **Knowledge of** public administration, municipal accounting, and budget development and management.
 - **Knowledge of** contract development, negotiation, and administration.
 - **Knowledge of** local government procurement practices and compliance procedures.
 - **Knowledge of** legal principles related to public right-of-way, easements, water rights, and contract law.
 - **Skill in** strategic planning, organization, and effective decision-making.
 - **Skill in** oral and written communication, including the ability to prepare clear reports and present technical information to diverse audiences.
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Preferred Qualifications:

Bachelor's degree in Public Administration, Engineering, Environmental Science, or a related field (preferred but not required).

Possess and maintain a valid South Carolina Driver's License.