



JOB TITLE:	DEPUTY DIRECTOR TO UTILITIES & PUBLIC WORKS	DEPARTMENT:	PUBLIC UTILITIES
FLSA CLASSIFICATION:	SALARY, EXEMPT	DATE DRAFTED:	08/01/2025
REPORTS TO:	DIRECTOR OF PUBLIC UTILITIES	GRADE:	

GENERAL STATEMENT OF JOB

Under limited supervision, assists in the overall management, planning and direction of activities, operations and personnel of the Utilities and Public Works Department to include garage, parks, traffic control, streets, storm water management, sanitation, recycling, water, wastewater, sewer and electric. Provides daily supervision, direction and coordination of all operations. Reports to the Director of Utilities and Public Works.

GENERAL DUTIES AND RESPONSIBILITIES

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

- On a daily basis, supervises, coordinates and directs all activities, operations and personnel of the Utilities and Public Works Department, which involves instructing, assigning, reviewing and planning work of others, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees, and recommending transfers/promotions, disciplinary actions, discharges and salary increases.
- Assists in the implementation of various programs and divisions of the department to include electric, garage, parks, traffic control, streets, storm water, sanitation, recycling, water, wastewater and sewer.
- Provides technical assistance to the Director and enforces all departmental and City rules and procedural regulations regarding safe working conditions.
- Responds to citizen inquiries and complaints.
- Assists with the development and implementation of the annual departmental budget and control of expenditures.
- Receives, prepares, reviews, and submits various reports and records including vehicle maintenance reports, architectural drawings, landscape design, time sheets, water plant inventory, performance evaluations, etc.
- Operates and utilizes various types of machinery and equipment including computer, calculator, copier, vehicle, telephone, fax machine and general office machines.
- Performs related work as assigned.

KNOWLEDGE PREFERRED FOR THE POSITION

- Knowledge of local, state, and federal codes, acts and policies concerning water, wastewater, drainage, solid waste, and electrical.
- 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.
- Knowledge of public administration, municipal accounting, and budget management.



- Knowledge of contract development, negotiation, and administration.
- Knowledge of principles and practices of a local government procurement procedures.
- Knowledge of public right-of-way, easements, water rights, contracting, negotiations, and legal documents.
- Skill in strategic planning, organization, and decision making.
- Skill in oral and written communication.

MINIMUM TRAINING AND EXPERIENCE

Preferred Bachelors degree in engineering or related field with a minimum of five years supervisory experience in utilities and public works operations (significant other relevant experience will also be considered).

Preferred experience and extensive knowledge in Electric systems.

Must possess a valid South Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS
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Physical Requirements: Must be physically able to operate different types of equipment including computer, calculator, copier, telephone, vehicle, etc. Must be physically able to exert up to ten pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work requires walking, standing, reaching, kneeling, crouching, climbing and balancing.

Data Conception: Requires the ability to compare and to judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange vital information to co-workers. Includes the giving of assignments and/or directions to co-workers and assistants. Includes the receiving of information and instructions from upper level management.

Language Ability: Requires the ability to read a variety of documents, reports, regulations, policies, procedures, inspection reports, plans, specifications, and/or information. Must be able to complete various reports and documents, etc. using the proper format, punctuation, spelling and grammar and using specific terminology when appropriate. Has the ability to speak with the general public and co-workers with poise, voice control and confidence.

Intelligence: Has the ability to learn and apply principles of rational systems such as engineering and influence systems in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists, to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions. Must be able to explain policies, procedures, etc. to others.

Numerical Aptitude: Requires the ability to utilize mathematical formulas, add and subtract totals, multiply and divide, determine percentages and decimals, determine time and weight, and apply algebraic principals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.



Motor Coordination: Must have good hand/eye coordination. Must be capable of using hands to operate equipment as needed. Requires the ability to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of small items such as knobs, switches, etc. Must be able to push and pull knobs or switches, etc. Must have moderate levels of foot/hand/eye coordination.

Interpersonal Temperament: Has the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under moderate stress when confronted with emergency situations.

Physical Communications: Requires the ability to talk and/or hear (talking-expressing or exchanging ideas by means of spoken words, hearing – perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has extensive knowledge of the practices, procedures, rules and regulations of the Utilities and Public Works Department. Has extensive knowledge of all activities and projects of the department which includes electric, garage, streets, storm water, parks, traffic, sanitation, recycling, water, wastewater and sewer. Is knowledgeable of upper level supervisory methods and techniques. Is able to prepare and monitor department budget with coordination of various divisions. Is able to use independent judgment in some routine and mostly non-routine situations which occur that could have a direct impact on the organizational operation. Is able to communicate effectively with various groups and individuals including contractors, architects, engineers, media, law enforcement officers, and the general public. Has the ability to compile, organize, prepare, and maintain an assortment of records, reports, and related information. Has the ability to comprehend, interpret, and apply regulations, procedures, and office operations. Has comprehensive knowledge of the terminology used within the department. Knows how to estimate time, materials and supplies required to complete various routine activities. Knows how to operate a variety of equipment and machines such as a computer, copier, calculator, etc. Is able to learn and apply new skills needed in order to promote efficient completion of duties. Is able to offer assistance to co-workers and general public as necessary. Is able to complete mathematical calculations as needed. Has good organizational and human relations skills. Has good management and engineering skills.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under “Specific Duties and Responsibilities”.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance



with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Relationship with Others: Shares knowledge with managers, supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with higher management, City Manager, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Focus: Improve safety awareness and prevention, efficiency of workflows and ensure discipline is effectively and equitably handled.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the City regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the City. Within the constraints of City policy, formulates the appropriate strategy and tactics for achieving departmental and City objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and the City.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

Staffing: Works with Personnel Director to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and City. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feed-back to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of City goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of City standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.



Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and City. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of City policies regarding the department and City function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the City and continually reviews department policies in order to ensure that any changes in City philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see established policies enhance same.

ACKNOWLEDGEMENT

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by manager as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date
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Print Department Head Name	Department Head Signature	Date
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Print HR/Payroll Administrator Name	HR/Payroll Administrator Signature	Date
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Print City Manager Name	City Manager Signature	Date
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