



CITY OF SENECA
221 East North First Street
Seneca, South Carolina 29678
(864)885-2700 Fax: (864)885-2701
www.Seneca.SC.US

CITY OF SENECA – POSITION DESCRIPTION **DIRECTOR OF UTILITIES**

GENERAL PURPOSE

This position manages complex professional responsibilities overseeing all aspects of municipal utilities for the City of Seneca. This position must lead, plan and coordinate construction, maintenance and repair of the electric, water and wastewater systems. Work involves directing all projects; collaboration and communication across all departments, contractors, the general public, engineers and other consultants as required. Reports to the Assistant City Administrator over Seneca Light & Water.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for staffing positions for the safe and efficient operation and development of Seneca's utilities.
- Establish operating standards for all internal departments.
- Establishes and maintains a network that will allow the exchange of information between all departments.
- Negotiate contracts as required for all of the utility's entities.
- Recommend rates to be charged for services rendered, working with consultants and staff to determine the most appropriate standards.
- Develops annual operating and capital budget for all utilities. Manages budget during year.
- Develop long-term plans for all utilities. Forecasts future service needs and plans for system expansion.
- Coordinates and schedules all major work projects, system repairs, and expansion.

- Provides technical assistance and serves as member of SC Association of Municipal Power Systems, Oconee Joint Regional Sewer Authority, American Public Power Association, American Water Works Association, Water Environment Federation, and other organizations that may benefit the utility.
- Speaks at civic functions to better educate the public on utility functions.
- Interacts with governmental officials, councils, and representatives as required.
- Provides news releases concerning utility projects and/or operational issues.
- Provides disciplinary measures for employees as needed
- Develops and reviews safety programs and training for employees.
- Provides opportunities for recognition of employee efforts.
- Requires that employees receive appropriate technical and educational opportunities on a regular basis.
- Maintains an appropriate level of knowledge in order to serve as chief point of contact and educator to the public, governmental officials and the news media.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of utilities development and administration.

PERIPHERAL DUTIES

- Performs related duties as required.
- Serves as active member of boards, commissions and committees as required.

DESIRED MINIMUM QUALIFICATIONS

- Education and Experience:
 - Bachelor's degree in engineering, business, or a related field; and
 - Ten (10) years on the job experience or
 - Any equivalent combination of education and experience.
- Special Requirements
 - Valid SC driver's license, or the ability to obtain one.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of utilities development and operations.
- Working knowledge of municipal zoning and infrastructure.
- Working knowledge of planning programs and processes.
- Skill in the operation of the listed tools and equipment.
- Ability to communicate effectively orally and in writing with industrialists, architects, contractors, engineers, local officials, developers, owners, supervisors, employees, governmental entities and the general public.
- Ability to operate city vehicles.
- Ability to establish effective working relationships

TOOLS AND EQUIPMENT USED

General office equipment: phone systems, two-way radio, computer software programs, manuals, books, written resources, city vehicle.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of activities required and work environments encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is frequently required to sit and talk or hear.
 - The employee is occasionally required to stand or walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
 - The employee must occasionally lift and/or move up to 50 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.
 - The employee occasionally works in outside weather conditions.
 - The noise level in the work environment is usually moderate.
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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties 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.

2/27/25