

TOWN OF LEDYARD  
UTILITY OPERATIONS MANAGER

NATURE OF WORK: This is highly responsible administrative, supervisory and skilled work, focusing on the administration of the Town's public water and wastewater treatment system.

SUPERVISION RECEIVED: Receives general direction, management and discipline from the Mayor.

SUPERVISION EXERCISED: Coordinates interdepartmental committees comprised of municipal staff in the areas of planning.

ESSENTIAL JOB FUNCTIONS:

- Oversee all aspects of contract administration with public water and wastewater treatment with the Town including but not limited to compliance monitoring, invoice review, budget management, regulatory compliance, and emergency response
- Assist in preparing the annual budgets, contract renewals, and bid documents
- Assist in water and sewer rate adjustments
- Assist with grants and loans related to public water and wastewater treatment systems
- Partner with project managers and Finance Department to provide actionable financial insights and assist with vendor contracts
- Develop long-term capital improvement plans with contracted utility operator
- Serve as liaison with Water Pollution Control Authority
- Represent the Department before the Town Council, other town agencies, other state and local agencies and the general public
- Ability to communicate with the public in a helpful, friendly and professional manner
- Performs related duties and responsibilities as assigned by the Mayor

**\*\*\*\*\*The duties listed above are intended only as illustrative 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.\*\*\*\*\***

QUALIFICATIONS PROFILE

Knowledge, Skills & Ability

Knowledge of drinking water regulations, water distribution systems, wastewater and water treatment principles.

Knowledge of municipal budgeting, capital planning, and utility finance and rate setting.

Fluent in English to speak, read and to understand written orders, to prepare reports, and be able to use the telephone and communicate necessary information. Ability to follow instructions in written, oral or diagrammatic form without continual direct supervision.

### Experience and Training

Bachelor's degree in Civil Engineering, Environmental Engineering, Environmental Science, Public Administration, Utility Management, or a closely related field or Associate's degree with significant municipal water utility management experience.

At least 4 years of progressively responsible experience in municipal water utility operations or management.

Experience administering public utility contracts, capital improvement planning, managing utility budgets and working with consulting engineers.

Criminal background and driving record checks prior to employment.

Means of transportation and phone.

### Physical Demands

Physical demands hereinafter listed are representative of those that must be met by an employee to perform successfully the essential functions of the job.

While performing the duties of this job the employee is frequently required to: talk; hear; speak; stand; walk; bend; twist; stoop or crouch; sit; climb stairs to various levels; use hands, fingers, wrist for repetitive motion; handle/feel objects; reach; drive; must maintain continuous visual acuity including close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must occasionally lift and/or move up to 25 pounds.

Employee must have the ability to maintain composure with the public and co-workers in every day stressful and emergency situations. Employee may occasionally be required to function in situations where he/she is subjected to aggressive verbal behavior.

### License or Certificate

Valid Motor Vehicle Operator's License

\*\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\*\*

Adopted by the Ledyard Town Council on: \_\_\_\_\_