



SUPERINTENDENT OF UTILITIES

Department: Brainerd Public Utilities (BPU)

FLSA Status: Exempt

JOB SUMMARY

The Superintendent of Utilities provides leadership and direction in matters relating to the construction, operation, maintenance and repair of the municipal utilities system. Requires a high degree of communication skill to establish and maintain a positive and productive work environment.

Supervision Received: Works under the administrative oversight of the Brainerd Public Utilities Commission (BPUC).

Supervision Exercised: With the BPU Secretary/Finance Director, exercises general and administrative supervision over all BPU employees either directly or through supervisory staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The essential functions of the position include, but are not limited, to the following:

- Works with BPU Secretary/Finance Director to plan, organize, and administer the BPU and to ensure a coordinated and efficient effort to meet goals and objectives established by the BPUC.
- Oversees and coordinates the operation of the BPU Water, Wastewater, and Electrical Departments including personnel, equipment, programs and facilities to ensure utility customers promptly receive reliable and efficient service.
- With assistance of BPU Secretary/Finance Director, supervises all BPU staff directly or indirectly through department supervisors; acts as final authority on all personnel actions subject to approval of the BPUC on hiring, severe disciplinary action, and dismissal.
- Develops and issues administrative rules, policies and procedures necessary to ensure proper functioning of all departments.
- With assistance of BPU Secretary/Finance Director, oversees all BPU personnel policies and actions, oversees and/or participates in the selection of employees; evaluates employees and recommends salary adjustments, determines staffing and structure needs.
- Attends and participates in all BPUC meetings and other official meetings as needed.
- Evaluates potential projects, programs, and services to determine feasibility and impact on utility operations and makes recommendations to the BPUC.
- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.

ESSENTIAL FUNCTIONS/TYPICAL TASKS (continued)

- Confers with supervisors regarding work priorities, operating policies and problems, and field operation issues.
- Performs administrative activities including capital budget preparation, report review, union negotiations and personnel issues, also basic understanding of utility accounting.
- Evaluates methods, materials and equipment to ensure desired results.
- Performs other specific projects and a variety of tasks related to the area of responsibility.
- Has coordination responsibilities with supervisors, City staff, consultants, Township officials, County Engineer, Minnesota Department of Transportation Engineers, Minnesota Department of Health, and Minnesota Pollution Control Agency (MPCA) staff.
- Provide information to State agencies and public regarding utility operations.
- Provide assistance related to system design, implementation and maintenance.
- Assists supervisors in compiling data for annual reporting to MPCA.
- Prepares and analyzes quotes and bids for products and services; recommends selection of firms or individuals to provide products and services; executes or recommends execution of contracts to PUC for approval.
- Performs other duties as assigned or when necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge and high level of proficiency in the following:

- Analyzing, integrating, interpreting, assessing, planning, implementing, and evaluating
- Interpersonal communication including oral and written
- Supervise staff and delegate work
- Company construction and maintenance accounting procedures
- Fundamentals of electricity and electric substation operation
- Leadership including problem solving and decision making
- Maintenance and repair knowledge of hydraulic, mechanical and electrical systems
- Methods, materials and equipment used in electrical underground and overhead construction, water treatment and distribution, and wastewater treatment
- Principles and practices of civil engineering
- Regulatory requirements, safety rules and regulations
- AutoCad drafting software
- Ability to read equipment manuals, construction plans and specifications, policy manuals, letters and regulations

EDUCATION AND EXPERIENCE

The following are minimum qualifications with desirable qualifications identified:

Education and Licenses:

- High school graduate with minimum two year post secondary education in civil engineering or related field.
- Must possess and maintain a current MN Class D driver's license.
- Bachelor's Degree in a related field or the equivalent in knowledge gained through experience and/or education with at least five years of utility experience is desired.

Training and Experience:

- Five years of municipal utility related experience. Utility supervisory experience is highly desirable.

EDUCATION AND EXPERIENCE (continued)

- Understanding of generally accepted procedures and practices and knowledge of BPU utility systems, procedures, and practices.
- Ability to understand and use computer software applications, including knowledge of software used at BPUC.
- Familiarity with utility operations and related federal and state regulatory guidelines. Must be well organized with sound administrative abilities and possess strong communication skills. The ability to communicate well with the public and with utility employees and customers is a highly desirable asset for this position.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Employee is regularly required to talk or hear and frequently required to use hands to handle or feel objects, tools, or controls. Individuals may need to sit or stand. May require walking primarily on a level surface for periodic periods throughout the day. Occasionally required to reach above shoulder height, below the waist, or lift or move up to 10 pounds as required to file documents or store materials throughout the workday. Specific vision abilities include close vision and the ability to adjust focus
- For the most part, work will be done in a typical office environment with ambient room temperatures, lighting and traditional office equipment. The noise level is usually moderate. The duties of this position may require occasional exposure to operations areas where personal protective equipment such as hard hats, safety glasses or hearing protection is required.

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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approved: January 23, 2012