



City of Kansas City, Missouri Job Class Specification

Job Title: UTILITY MANAGER

Department: MULTI

Job Code: 2064U

Status: EXEMPT

Grade:

Unclassified

Summary

This is highly responsible administrative and professional work managing a division or a critical administrative business function within the department. Employees in this position will provide senior management level supporting in a variety of areas including the planning, design, direction and overall management of a division of the department, and may serve as acting senior leadership when necessary.

Work involves responsibility for the supervision of a wide variety of administrative matters and operational issues. Work also involves the application of sound management practices in the formation, modification, improvement and implementation of departmental operational policies and regulations. An employee of this class is expected to execute programs fully with almost complete independence and is responsible for the use of considerable initiative and independent judgment within the framework of established policies. Work is reviewed by senior leadership through conferences, observations and evaluation of reports and results obtained.

Duties and Responsibilities

- Manages a division or significant business function within the department, planning business objectives, developing organizational policies, coordinating functions and operations involving other divisions and establishing responsibilities and procedures for attaining objectives with a focus on customer service
- Consults with representatives from other city departments, state officials, and other interested organizations regarding the department's operations and various business units
- Assists senior leadership in planning, developing, directing and managing departmental programs and projects for all business operations, including planning, engineering, technical, professional and administrative staff
- Coordinates with senior leadership in analyzing studies of general economic, business, and financial conditions and their impact on the organization's policies and operations
- Represents the department in dealing with other governmental agencies, private firms, and the general public.
- Represents the department before professional and civic organizations concerning the various phases of the department's programs
- Responsible for the development and management of divisional budget that encompasses all aspects of the operational duties within the division from a financial perspective
- Responsible for the management and development of staff assigned to the division including but not limited to; organizational specific training, performance management, staff selection, and necessary corrective/disciplinary actions
- Performs related duties as required

Technical Skills

Extensive knowledge of:

the principles and practices of business and public administration as applied to the development and management of utility operations.

the materials, methods, and techniques utilized in the construction and maintenance of utility projects and programs.

the federal, state, and municipal policies, programs, laws, ordinances, and charter provisions.

Considerable knowledge of:

utility planning, design, and administration.

the principles and practices of modern administration and management including departmental personnel and budget administration.

Ability to:

plan, organize, direct, coordinate and interpret extensive utility activities and programs.

do extensive responsible research, analysis, and report writing.

establish and maintain satisfactory relationships with other municipal officials, employees, contractors, consulting firms, and the general public.

express ideas clearly and concisely, both orally and in writing.

Education and Experience

To be determined by the department head.

Certificates/ Licenses/Special Requirements

- Must pass a physical examination as prescribed by the City.
- Must pass a background check as prescribed by the City.
- Will be required to pass a preemployment drug screen.

Supervisory Responsibility

Supervision is exercised over all assigned personnel

Supervision Received

Work is performed under the general supervision of the Department Director or Deputy Director

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

05/16

Revised

07/2021, 8/22