



City of Galena
PO Box 149 - Galena, Alaska 99741-0149
(907) 656-1301 -- (907) 656-1769 Fax

JOB ANNOUNCEMENT

August 12, 2024

Title: Utilities Manager

Job Class: Full-time

Reports to: City Manager

General Description:

As a utilities manager, you oversee facilities that provide necessary services to residents such as water/wastewater treatment facilities, electrical plants, heat plant, biomass, and landfill. Your duties include managing landfill, water & sewer, heat plant, biomass plant and electric plant. Many operational upgrades have been made recently and several are planned for the future such as renewable energy systems.

Starting pay is negotiable and based upon qualifications of the applicant.

General Duties and Responsibilities Description:

- ✓ Responsible for directing, coordinating, and managing all aspects of Utility Operations.
- ✓ Provide oversight of all daily responsibilities, including technical support, coordinating of maintenance, repairs, materials, and equipment, ensuring that the operation of the utility plants is efficient, within budget and provide a quality product to our customers.
- ✓ Responsible for designing, validating, managing, installing, and troubleshooting large scale electronic/electrical equipment or machinery for use in power production or distribution.
- ✓ Must have experience as industrial plant or fuel facilities operator. This experience should include the use, maintenance, troubleshooting, and system monitoring equipment, and automated plant equipment.
- ✓ Minimum of three years of experience supervising other workers who monitor, operate, maintain, and repair developed plants or fuel facilities, as well as their systems and equipment.
- ✓ Proficiency in the use of standard software programs to keep accurate and detailed electronic and hard copy records, generate reports, and maintain plant and O & M Manuals.
- ✓ Knowledge of the repair, maintenance practices, and needs for utilities or plants and distribution systems.
- ✓ Knowledge of the safety hazards and necessary safety precautions connected with plant operation.
- ✓ Computer skills using personal computers, windows-based operating system, and Microsoft office suite professional edition is required.
- ✓ Must be able to respond to calls for work, outside of normal working hours.
- ✓ Must be task-oriented, self-motivated, with the ability to multitask, and work under pressure to meet deadlines.

Qualifications:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Ability to identify and resolve problems in a timely manner; gather and analyze information skillfully.
- Excellent communication (verbal/written) and interpersonal skills. Persuasively in positive or negative situations, demonstrates group presentation skills and conduct productive meetings.
- Comfortable delegating work assignments, gives authority to work independently, sets expectations and monitors delegated activities.
- Strong planning and organizational skills, ability to prioritize work and plans work activities, uses time efficiently and develops realistic action plans.
- Inspires and motivates other to perform well, accepts feedback from others.
- Advanced computer skills utilizing word processing, spreadsheets, email, facility control, management, and reporting systems.
- Demonstrate ability to manage multiple projects, priorities, and relationships.
- Provide outstanding customer service, to external and internal customers.
- Recognizes need for confidentiality and securing of sensitive information.

Characteristics:

- Highly motivated, self-starter, attention to detail, understanding of municipal budgets, and able to set long range goals and objectives.
- Maintains a friendly attitude with other city employees and the public, able to comply with city ordinances and state statutes and is able to work independently.
- High level of integrity, strong work ethic, good judgment and problem-solving skills.
- Committed to achieving results under demanding time frames.
- Strong analytical skills; create complex or assorted information.

To Apply:

Please submit a City of Galena application. Please submit a resume Attention Shanda Huntington, City Manager

City of Galena

PO Box 149

Galena, AK 99741

Email: hr@ci.galena.ak.us Fax: 907-656-1769

Open until filled.