
Job Description

Job Title:	Public Utilities Director
Reports To:	City Manager
FLSA Status:	Exempt
Effective Date:	July 2026
Department:	Public Utilities
Hiring Range:	\$130,316 - \$175,928 - DOQ/DOE

Summary:

This position is responsible for the management of the City's Public Utilities Department. This position performs a variety of professional, administrative, and managerial duties related to planning, organizing, coordinating, controlling, and directing all phases of city-wide public water operations, including water supply, treatment, distribution, infrastructure maintenance, and capital improvement projects.

The Public Utilities Director is under the administrative direction of the City Manager and directly supervises the Water Department Supervisor. The Public Utilities Director ensures the safe, efficient, and reliable delivery of potable water to residents, businesses, and public facilities while maintaining compliance with all local, state, and federal regulations. The position also oversees staff, contractors, and resources associated with water operations, budgeting, and system maintenance and serves as the City's Operator in Responsible Charge (ORC).

Essential Duties and Responsibilities:

- Plans, organizes, schedules, directs and supervises all Public Utilities Department activities and personnel; delegates assignments; evaluates employee performance and makes decisions affecting job retention, advancement and discipline; participates in the recruitment and selection of department staff; develops and conducts staff training; determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and efficacy of operations; and issues written and oral instructions.
- Provides technical insight and recommendations related to determining public utilities policies, goals and objectives; receives directives, formulates implementation options and strategies, directs research, converts strategies to action plans with timetables and deadlines; evaluates operational and maintenance needs within the water system and provides input on short- and long-term improvement plans for water facilities, equipment and infrastructure.
- Prepares bid documents and purchase requests and recommendations for contract awards related to water system projects and operations. Coordinates, plans, and reviews the work of staff and contractors engaged in water system maintenance, repair, and capital improvements activities. Reviews and interprets technical plans, specifications, and reports related to water infrastructure; assists in developing project budgets, procedures, and operational recommendations to ensure compliance with applicable regulations and standards.
- Participates in the planning and design of water system improvements and related public



works projects. Recommends projects and operational actions to the City Manager and keeps them informed of project progress, schedules, and challenges. Prepares and presents technical reports, recommendations, and project updates to the City Manager or elected officials as requested.

- Reviews and approves permit applications related to water system activities to ensure compliance with City policies, fees, and ordinances. Examples may include water main taps, service line connections, hydrant use, water system tie-ins, and infrastructure work.
- Assists in the preparation and administration of the Public Utilities Department budget, ensuring fiscal responsibility and adherence to established financial guidelines. Develops bid specifications for water system projects, equipment, and service contracts. Oversees and reviews the preparation of technical plans, specifications, and bid documents; evaluates contractor and vendor qualifications; and participates in the selection and oversight of public contracts related to water system maintenance and improvements.
- Meets with the public, developers, entrepreneurs, and contractors to discuss water system projects, service connections and infrastructure improvements, providing information and guidance on City standards, procedures and requirements.
- Determines work priorities and delegates assignments to subcontractors; develops guidelines and deadlines, provides quality assurance review of water system construction, maintenance and repair activities. Oversees project management for water construction and infrastructure improvements, ensuring adherence to safety standards, regulations and city requirements. Responds to critical incidents or emergencies involving water distribution or treatment systems and makes decisions necessary to maintain or restore service.
- Provides guidance and oversight to Public Utilities Department staff on safety practices and procedures to ensure compliance with federal, state, and city safety standards. Monitors daily operations for adherence to established safety protocols and promotes a culture of safety throughout all water system activities.
- Serves as the City's Operator in Responsible Charge (ORC) and maintains all certifications required for ORC designation. Exercises supervisory responsibility for operation of the City's treatment facility and distribution system and for the operational activities of certified operators, and coordinates ORC designation and related requirements with the Colorado Department of Public Health and Environment.
- Identifies sources for alternative funding related to special projects; may initiate grant application activities and coordinates with the city's finance director, assists in monitoring grant compliance to assure effective working relationships with funding agencies.
- Works closely with other city managers and attends stakeholder meetings to coordinate water system projects and maintenance activities, ensuring alignment with City access, safety, and operational goals.
- Performs other related duties as required.

Required Experience, Knowledge, & Skills

Experience/Education

- Bachelor's degree in civil engineering, public administration, business administration, or a related field.

AND



- A minimum of five (5) years of experience in water system operations, maintenance, or infrastructure management within a municipal or public utilities environment is required. Experience in the administration and coordination of materials, equipment, and personnel required for the development and maintenance of water systems.
- A minimum of three (3) years of experience in a supervisory capacity is required.

OR

- An equivalent combination of education, training, and experience.

Knowledge

- General civil and environmental engineering principles and practices as they relate to water systems.
- Regulatory and legal requirements governing water treatment, distribution, and utility operations.
- Colorado Regulation 100, Water and Wastewater Facility Operators Certification Requirements, including facility classification and the designation and duties of the Operator in Responsible Charge.
- The federal Safe Drinking Water Act and the Colorado Primary Drinking Water Regulations (Regulation 11), including monitoring schedules, laboratory reporting, public notification, and annual water quality reporting.
- Backflow prevention and cross-connection control program requirements, and lead service line inventory and customer notification requirements under the Lead and Copper Rule Revisions.
- Current methods, principles, and practices of water system operation, maintenance, and repair.
- Equipment, tools, and materials used in water system construction, maintenance, and testing.
- Safety practices and principles involved in water utility operations.
- Current codes, standards and regulations related to water quality and infrastructure.
- Computer systems and programs relevant to water utility operations.

Skills

- Diplomacy and cooperative problem-solving.
- Leadership and management of personnel and teams.
- Training, coaching, mentoring, and professional development of personnel to support teamwork, certification advancement, succession planning, and organizational resiliency.
- Project management, budgeting, financial and capital management, contract and procurement processes, and grant administration.
- Written and verbal communication, including reading, interpreting, and explaining policies, statutes, and ordinances.
- Professional judgment in public utilities operations.
- Creativity and flexibility in a changing environment.
- Planning, coordinating, directing, and supervising personnel.
- Conducting engineering research and preparing comprehensive reports.
- Presenting ideas, recommendations, and information effectively to managers, elected officials, staff, and the public.

Abilities

- Establish and maintain effective working relationships with the City Manager, subordinates, employees, elected officials, residents, business owners, and visitors.
- Work effectively independently and as part of a team.
- Function as a member of the City Management Team.
- Handle a variety of projects/tasks and assist Management Team members and the public as needed.
- Take initiative, identify potential problems, and develop viable solutions.
- Interpret laws, ordinances, and regulations common to public utilities operations.
- Keep operating records and prepare reports.
- Travel to off-site locations for meetings.

Special Qualifications

- Must possess a valid Colorado Driver's license with a safe driving record.
- Must possess or obtain within six (6) months of employment a Colorado Class A Water Treatment Operator certification and a Colorado Class 3 Water Distribution Operator certification. These are the minimum certification levels established by the Colorado Department of Public Health and Environment for the City's treatment facility and distribution system (PWSID CO0124171) and are required for designation as Operator in Responsible Charge under Regulation 100.
- Registration as a Professional Engineer (PE) in the State of Colorado is preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than 5%	6 – 30%	31% - 70%	Over 70%
Physical Task	Frequency	Physical Surroundings	Frequency
Sitting	F	Extreme Temperatures	F
Standing	F	Inside Work	O
Walking	F	Outside Work	C
Running	R	Walking on uneven surfaces	F
Stooping	F	Working at height	O
Kneeling	F	Other:	
Squatting	F		
Climbing	F	Environmental Conditions	
Balancing	F	Exposure to Chemicals	F
Reaching	F	Exposure to Gases/Fumes/Dust	F
Grasping	C	High Noise Levels	F
Fingering	C	Moderate Noise Levels	C
Handling	C	Vibrations	F

Visual Acuity Near	F	Work in Traffic	F
Visual Acuity Far	F	Local Travel	F
Depth Perception	C	Out of Town Travel	R
Color Discrimination	F	Other:	
Peripheral Vision	C		
Talking	F		
Hearing	C		
Light/Power Equipment Ops	O	Weight of Objects Moved	
Heavy Equipment Operation	O	Over 100 pounds	R
Other:		Over 50 Pounds	R
		Over 10 pounds	C

Work Environment

- Work is divided between an office setting and field, treatment plant, reservoir, and jobsite environments. Outside work is performed constantly and office work occasionally.
- Performs a variety of physical activities, including walking, standing, sitting, stooping, kneeling, squatting, climbing, balancing, and reaching, frequently on uneven surfaces and at height.
- Outdoor work required for inspecting water system infrastructure, construction sites, reservoirs, and treatment facilities, in all weather conditions and extreme temperatures.
- Must be able to lift and carry objects weighing more than 10 pounds constantly; lifting or moving objects weighing more than 50 pounds, and occasionally more than 100 pounds, is required on a rare basis, with assistance or mechanical aid as needed.
- Hand-eye coordination necessary for operating computers and office equipment.
- Essential functions require talking, hearing, and seeing.
- Frequent use of eyes, hands, and fingers for dexterity tasks.
- Mental tasks include memory for details, following verbal instructions, emotional stability, and creative problem-solving.
- Periodic travel required as part of normal job performance.
- Must have the ability to communicate effectively in person, via telephone, and using two-way radios.
- Frequent exposure to treatment chemicals, gases, fumes and dust, high noise levels, vibration, and work in traffic. Occasional operation of light, power, and heavy equipment.
- As a working director in a small department, this position may perform hands-on field, treatment plant, and emergency response work alongside staff, including during water system emergencies, snow events, and periods of reduced staffing.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

The City of Central is an Equal Opportunity Employer. Applicants are considered for positions for which they have applied without regard to gender (regardless of gender identity or gender expression), race, color, religion, creed, national origin, ancestry, age, marital status, disability, sexual orientation, genetic information, pregnancy, or other characteristics protected by law.

I have read and understand the job description detailed above. By signing below, I acknowledge that I can complete the essential functions of my job with or without reasonable accommodation. I understand that



**Central City
Colorado**

if I need a reasonable accommodation for a protected disability, I will notify my manager. I understand that the decision to grant reasonable accommodation will be on a case-by-case basis.

Employee Signature

Date