



Human Resources Department
Forms and Documents

HRP-03 Effective Date: 12/01/2016

This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date.

Applications for Employment will be accepted at the Fairhope Public Works and Utilities Building, **ONLY**, 555 South Section St. Fairhope, AL, Monday through Friday, from 8:00 AM to 3:00 PM, or mailed to the City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications may be faxed to (251) 990-0156.

Position Information

Job Title:	Director of Operations		Department:	Utilities
Job Status:	<input checked="" type="checkbox"/> Regular Full-Time	<input type="checkbox"/> Temporary Full-Time		
	<input type="checkbox"/> Regular Part-Time	<input type="checkbox"/> Temporary Part-Time		
Standard Scheduled Hours:	7:00 AM to 4:00 PM	Days to be Worked:	Mon – Fri, subject to 24-hour call out	
Starting Pay Range:	\$121,790.17 – \$158,280.96 per year			

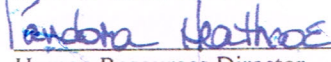
Position Description

General nature/purpose of work:

Manages subordinate supervisors of utility employees in the Electric, Gas, and Water and Sewer Departments and is responsible for the overall direction, coordination, and evaluation of these departments. Directly supervises non-supervisory employees in the Revenue, Meter, and Information Technology departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Minimum Qualification Standards

<ul style="list-style-type: none"> Analyzes trends, such as population and industrial growth of area being served to determine adequacy of current facilities and to project community demands for future facilities. Develops plans to meet and serve expanding community needs in each of the utility functions. Plans methods and sequence of operations to facilitate additions, deletions and modifications to the system. Directs activities of subordinate personnel who oversee installation, maintenance, and repair of utility facilities. Routinely inspects field projects to confirm conformance to specifications. Confers with administrative and technical personnel and personnel of other utilities to coordinate departmental activities. Evaluates new developments in materials, tools, and equipment to recommend or deny purchase. Prepares or directs preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, and designs for project. Analyzes reports, maps, drawings, blueprints, tests, aerial photographs, and other relevant topographical and geologic data to plan and design projects. Calculates cost and determines feasibility of project based on analysis of collected data. 	<p>Education, experience and training: Bachelor of Science (B.S.) degree from a four-year college or university; or ten (10) years related experience and/or training; or equivalent combination of education and experience.</p> <p>Bachelor in Engineering; certification in State Engineering requirements</p> <p>A valid Alabama Driver's License is required.</p> <p>Residency in the City of Fairhope is not required, however the incumbent must live in an area such that he or she can respond to an outage or callback within ten (10) minutes time.</p>
--	---

Date of Announcement: 12/01/2016 Closing Date for Applications: When Filled

 Human Resources Director