



**-Position Posting-**

**Director of Public Utilities**  
**City of Meriden Connecticut**

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**The City of Meriden, Connecticut, population 60,838 is seeking candidates for a Director of Public Utilities.**

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The City of Meriden has an opening for the position of "Director of Public Utilities". This is a senior level leadership position within the City of Meriden reporting to the City Manager.

This is a highly responsible professional position responsible for the directing the operations of the Public Utilities Department and providing administrative technical advice to the City Manager, the Public Utilities Commission, and the City Council.

The Director oversees all aspects of the municipal water works system including Water Distribution system, water treatment facilities, Water pollution control collections system and treatment facilities, including related fiscal and billing activities.

Salary range: \$125,000 - \$135,000

If you are interested in this excellent career opportunity, please submit your application and resume to the City of Meriden, Human Resource Department, 142 East Main Street, Meriden CT 06450 or online at:

<https://tinyurl.com/meridencareers>

**Applications and resumes must be received or post-marked by Friday, August 9, 2024**

For additional information or if you are interested in learning more about the City of Meriden please visit our website at: <https://www.meridenct.gov/>

The City of Meriden shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation on the application or testing process, please contact the Human Resources Department.

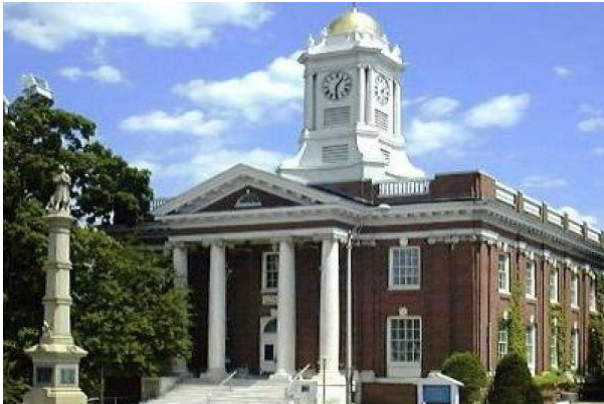
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**-Community Background-**

The City of Meriden is a thriving, diverse, full service mid-size city located in central Connecticut, within minutes of New Haven and Hartford, the state capital. Meriden is a community of 60,838 residents knit together by award winning schools, spirited civic, service and cultural groups, and activities.

Our City includes 24 square miles with well-preserved geological features, over 3,000 acres of municipally owned park space and 74 different recreational areas. We are located at the "Crossroads of Connecticut" and conveniently located just two hours from New York City and Boston. Meriden has its own Water & Sewer Facilities, Meriden Markham Airport, a centrally located Public Library, two high schools, Hunter Memorial Golf Club (ranked in the top ten of public golf courses in CT), and a wonderful linear trail system.

The City of Meriden operates under City Manager/City Council form of government with a popularly elected Mayor, elected Board of Education and 25 appointed boards and commissions.



**City Hall, Meriden CT**



**Castle Craig, Meriden CT**



## **DIRECTOR OF PUBLIC UTILITIES**

### **Nature of Work:**

This is a highly responsible professional position responsible for the directing the operations of the Public Utilities Department and providing administrative technical advice to the City Manager, the Public Utilities Commission, and the City Council.

The Director oversees all aspects of the municipal water works system including Water Distribution system, water treatment facilities, Water pollution control collections system and treatment facilities, including related fiscal and billing activities.

Duties include planning, budgeting, staff supervision, directing operations and establishing goals and procedures. The Director has technical independence within the framework of established policy and pertinent laws and ordinances.

General policy, programs and funding are approved by the Public Utilities and the City Council. General supervision is provided by the City Manager who reviews work performance through evaluation of reports and results, analysis of complaints and personal conferences.

The Director performs other functions as may be designated by the City Manager.

### **Examples of Duties:**

Directs all operations for the treatment and delivery of potable water to consumers and the collection and treatment of sewage, including establishing operating procedures, directing chemical and bacteriological tests and evaluating laboratory test data to ensure compliance with state and local requirements.

Exercises general supervision of other staff and supervisory personnel responsible for determining consumption and water and sewer bills. Supervises the maintenance and testing of existing meters and installation of new meters.

Directs and supervises the maintenance, replacement and extensions of water mains, services and appurtenances, water treatment facilities and exercises general supervision over supervisors and staff responsible for operation of the water pollution control system and facilities.

Represents the City in contacts with other governmental jurisdictions, contractors, Regulators, Consultants, and the general public in all matters related to municipal public utilities.

Develops programs and plans for additional, supplemental and alternate water supplies, treatment facilities and distribution systems to meet emergency and growth requirements, and oversees programs and plans to meet the needs of the water pollution control system.

Regularly tours and inspects City public utilities facilities to ensure that standards are met, as well as to recognize and correct any deficiencies.

Establishes service programs and policies for the department with the approval of the City Manager; attends meetings to discuss current work programs, policy changes, safety and other pertinent matters; studies equipment and vehicle needs and makes recommendations for replacement and renewal.

Supervises the writing of proposals and specifications for materials and supplies for major maintenance projects; answers a wide variety of correspondence; investigates major controversial complaints; develops and formulates annual budget estimates, manages the approved budgets, and exercises budgetary controls and administers policies for the department.

Makes decisions as to the hiring and retention of Personnel. Makes decisions as to grievances, discipline. May be involved in collective bargaining with the Director of Personnel as to staff issues regarding his/her division.

Establishes safety procedures and ensures enforcement. Performs related work as required.

### **Desirable Knowledge, Abilities and Skills:**

Extensive knowledge of modern principles and practices in general management and public works administration.

Extensive knowledge of the operation of water treatment and distribution and water pollution control facilities, considerable knowledge of chemistry, biology and hydraulics as related to such operations. Considerable knowledge of applicable engineering principles and practices. Considerable knowledge of the construction methods and techniques used in water and WPCF operations.

Considerable ability to recognize and solve water treatment, distribution and wastewater problems and of recent developments, current literature, and sources of information regarding water treatment, distribution and wastewater.

Considerable ability to plan, organize and motivate personnel and considerable ability to establish and maintain effective working relationships with subordinates, other City departments, state agencies, general contractors, consultants, sales representatives, the media, other water utilities and the general public.

Ability to plan needs, delegate and distribute personnel and review the work of personnel at various water treatment and wastewater facilities.

Ability to express facts and ideas clearly and concisely, orally and in writing to groups and individuals. Ability to supervise the preparation of essential records and to make concise technical reports.

**Desirable Experience and Training:**

A bachelor's degree in civil or sanitary engineering from a recognized college or university plus ten years of progressively responsible experience in all phases of administration and operation of a municipal water facility or waste water plant, or an equivalent combination of education and qualifying experience substituting on a year-for- year basis.

**Special Requirements:**

Must possess or be able to obtain within one year a Connecticut Class IV Water Treatment Operator Certification and a Class III Water Distribution System Operator Certification.

Must possess a CT Driver's License.