

CITY OF OBERLIN, OHIO

ORDINANCE NO. 26-66 AC CMS

AN ORDINANCE TO APPROVE A JOB DESCRIPTION FOR THE POSITION OF UTILITIES DIRECTOR TO GO INTO IMMEDIATE EFFECT

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio:

SECTION 1. That the proposed job description for the position of Utilities Director attached hereto as Exhibit A and incorporated herein by reference is hereby approved.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

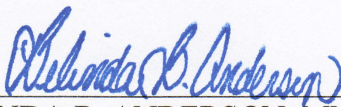
SECTION 3. To approve a job description for the position of Utilities Director to ensure the efficient operation of the City Administration, and provided that at least five (5) members of Council determine by motion, this Ordinance shall go into full force and effect immediately after its passage; otherwise, it shall take effect on the earliest date allowed by law.

PASSED: 1st Reading: September 8, 2026

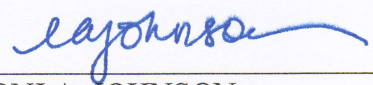
2nd Reading: September 21, 2026

3rd Reading: October 5, 2026

ATTEST:



BELINDA B. ANDERSON, MMC
CLERK OF COUNCIL



EBONI A. JOHNSON
PRESIDENT OF COUNCIL

POSTED: 10/06/2026

EFFECTIVE DATE: 10/05/2026

CITY OF OBERLIN JOB DESCRIPTION

UTILITIES DIRECTOR

Title: Utilities Director

Department: Utilities

Positions

Supervisor: City Manager

Supervised: Utilities
Department Staff

Status: Full-time

**Civil Service
Status:** Unclassified

FLSA Status: Exempt

**Exemption
Category:** Administrative

**Bargaining
Unit:** None

Pay Grade: 7

Schedule: Regular business hours, some evening and weekend hours as needed

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

Plans, directs and oversees all engineering, financial, administrative and management functions of the Utilities Department.

Coordinates assigned activities with the City Manager, other City departments and outside agencies and to provide administrative support to the City Manager. Must lead by example demonstrating a high degree of honesty, integrity, and professionalism and must be committed to excellent service.

The Utilities Director shall function with a high degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills to establish and manage priorities, programs and staff for his/her functional area. The Utilities Director shall be committed to the mission, vision and values of the City and demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The Utilities Director shall demonstrate effective performance through clear, concise communication; collaboration; proper allocation and utilization of resources; sound decision-making; personal accountability; and responsibility.

While the Utilities Director consults with the City Manager on issues relating to policy and planning, he/she works independently in supervising the overall technical operations. The Director also serves as a member of the City Management Staff.

Minimum Qualifications:

Must have a high school diploma or equivalent. Bachelor's degree in electrical engineering, Civil Engineering, Construction Management, Public Administration preferred, or related field and must have at least five (5) years hands-on experience in generation, transmission and distribution system operations, including extensive planning, personnel management, and financial experience; or an equivalent combination of education and experience which provides the skills and abilities necessary

to perform the primary job duties. Experience with sustainability, energy efficiency, environmental compliance, resource conservation, or resilient infrastructure is desirable. The position requires a valid state of Ohio driver's license.

Primary Job Duties:

- Perform complex administrative work in supervising and directing the operation of the municipal electric division, water division and wastewater division in all phases of planning, engineering, financing and personnel management
- Direct, coordinate and review the work plan for the department; meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review and evaluate work products, methods and procedures
- Oversee and direct the development and implementation of goals, objectives, policies and priorities for the department, identify resource needs; recommend and implement policies and procedures
- Coordinate Department activities to advance the goals and objectives in the City's Comprehensive Plan, Social Equity Plan, Climate Action Plan, and other adopted policies and objectives
- Manage the city's renewable energy portfolio
- Exercise overall responsibility for municipal electric system improvement and expansion from conceptual design to completion stage
- Sets policies and reviews methodology for compliance with all local, state and federal regulations concerning the Wastewater Treatment Plant and Water Plant.
- Maintains the requirements for the repair and replacement of City water mains, fire hydrants, service lines, and meters
- Oversee the coordination and management of preventative/scheduled maintenance requirements for department
- Oversee the preparation, review and finalization of bid documents and specifications for major projects and services
- Oversee the preparation, review and finalization of grant application packages for various funding assistance opportunities related to the utility department
- Prepare, present and implement the departmental operations and capital improvement budgets, monitor monthly and annual financial reports, and recommend adjustments as necessary
- Direct the maintenance and security of all records and materials associated with department
- Responsible for preparing and presenting reports to the City Manager and City Council, including reviewing agenda material with the City Manager and attending City Council meetings, public hearings, and related proceedings
- Coordinates department programs, services, and administrative matters with the City Manager, including attending meetings with administrative staff and keeping the City Manager informed of key needs, issues, and support requirements
- Perform public relations duties including meetings with customers and contractors, and interact with media and civic organizations
- Serves as staff support and technical advisor to boards and commissions as assigned
- Perform periodic rate reviews and recommend adjustments as necessary
- Assists in rate calculations for utility billing
- Oversee and manage all contractual arrangements and environmental requirements associated with operation of the City's generation plant, water and wastewater facilities
- Delegate work assignments, projects, and programs; monitor workflow; and review and evaluate work products, methods and procedures

- Assist with all major employment actions, including recruiting, hiring, transfer, evaluation, promotion, appointment, termination, discipline and recognition of personnel
- Administer and assist in the negotiation of formal agreements with IBEW collective bargaining unit and process grievances and other employee relation matters
- Perform other related duties as assigned

Required Knowledge, Skills and Abilities:

- Knowledge of contemporary principles and practices for municipal light and power system administration, including leadership ability and strategic planning experience
- Knowledge of municipal water treatment and distribution, as well as wastewater treatment
- Knowledge of municipal operations, finance and services, and local government practices and procedures including public sector procurement procedures
- Knowledge of management principles and practices necessary to plan, analyze, develop, direct, and evaluate programs, administrative policies, and organizational structures,
- Knowledge of principles and practices of public administration and personnel management
- Federal, state, and local laws, codes, regulations, and standards governing the operation of municipal utility services and power system department services.
- Knowledge of budget planning, development, and monitoring practices
- Ability to supervise, train, and develop employees effectively
- Ability to develop departmental goals and monitor employees' progress to these goals
- Ability to plan, organize, direct, and coordinate utility department operations, and motivate organizational units to meet departmental objectives
- Ability to lead by example, demonstrating a high degree of honesty, integrity, and professionalism and must be committed to excellent service
- Ability to interpret complex regulations, laws, and guidelines governing the delivery of municipal utility department services
- Ability to establish and maintain effective work relationships with supervisors, co-workers, City officials, representatives of private/public entities in the community or other agencies, as well as citizen groups and individuals
- Ability to prepare and administer a department budget
- Ability to communicate effectively through oral presentations, written reports, and discussions with executive level staff, and other Federal, State, and local agencies, departments, groups, and individuals
- Ability to maintain composure and work effectively under emergency situations and deadlines
- Ability to coordinate inter-departmental programs and procedures
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment
- Ability to communicate and demonstrate support and stewardship for the City's mission, vision and values

Work Environment:

This position works primarily in an office setting, but exposure to adverse environmental conditions, including inclement weather, extreme temperatures, noise, dust, fumes, and other conditions may be required while performing essential and secondary functions of the position. Standard office equipment is utilized routinely in the job, and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls.

Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours.

Approved by:

Supervisor Signature/Date

Appointing Authority Signature/Date

Human Resources Signature/Date

Law Director Signature/Date

Reviewed by Civil Service Comm.:

Reviewed by City Council:

Employee Acknowledgement:

By signing below, I acknowledge that I have received a copy of this job description.

Employee Printed Name

Employee Signature/Date