

Best Friends Animal Society Job Description

Position Title: Utility Department Manager

Location: Kanab, Utah

Position Summary: Responsible for overseeing the general vision, direction and all aspects of all Sanctuary utilities to maximize resources, meet objectives, budget, safety, and operational plans; including all construction regarding to the applications, installation, documentation, and reporting of water, power, propane gas lines, phone cables, and fiberoptic cables, and the mapping of all utilities in a digital form.

Essential duties:

- Develops and maintains operational plans to achieve BFAS objectives.
- Reviews reports and measures performance from a financial perspective and against specific initiatives.
- Develops, writes, communicates and enforces company policies and procedures promoting the BFAS mission.
- Lead and manage staff; interviewing, selection, training, motivating, identifies and resolves employee relations and performance issues; establishes and maintains a professional work environment while providing appropriate leadership and direction; promotes positive morale, creativity and teamwork among staff, evaluates employee performance and sets clear goals and expectations; prioritizes, assigns, and reviews work assignments.
- Keep abreast of concerns and trends in water rights/utilities and will be the primary representative of the Utilities Department; public presentations email, etc.
- Prepares and manages the operational budget, including forecasting.
- Manage the installation, repair, and maintain all Sanctuary, water lines, power lines, phone lines, fiberoptic cable, propane gas lines, and all associated systems.
- Manage the installation of all electrical work done on the sanctuary.
- Manage Blue Stake of all projects that involve digging anywhere on the Sanctuary.
- Provide the State of Utah and the EPA with all required water sampling and complete all required documentation.
- Complete all required reports for the Utah Division of Drinking Water and the Utah Division of Natural Resources.
- Collaborate with engineers about system related projects, and work with engineers on site.
- Maintain a cross connection program.
- Maintain a Utility Mapping GIS system (ArcMap).
- Oversee all land leases of the Sanctuary.
- Maintenance of radio equipment; program, repair, and maintain radios.
- Maintain the FCC license that the sanctuary has for the radios.
- Other duties as assigned.

Experience / Requirements

- This is a leadership position requiring 5 plus years experience directly related to the duties and responsibilities specified.

- Must have 5 years as a direct responsible charge Water Operator through the State of Utah.
- Must have Utah Certification Grade 2 Distribution and Grade 2 Treatment.
- Must have advanced skills in water management as well as power, phone, and fiberoptic systems.
- Strong interpersonal skills to handle sensitive and confidential situations. The ideal person for this job would be a team player, personable, professional, upbeat, and energetic, takes initiative, uses tact and diplomacy.
- Demonstrated ability to manage multiple projects in various stages of development, each with a unique timeline.
- Work requires continual attention to detail. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Ability to facilitate group processes as well as develop and influence others.
- Ability to professionally advocate Best Friends position on issues.
- Have advanced skills and knowledge regarding building construction.
- Have advanced skills and knowledge regarding the Sanctuary's utilities.
- Have a high level of computer skills including Excel, Visio, and ArcMap.
- Be willing to better one-self through education and training.

Certificates and Licenses:

- Valid driver's license with a 5-year clean driving record.
- Have a Utah Water Operator Certification Distribution Level 2 or above.
- Have a Utah Water Operator Certification Treatment Level 2 or above.
- Have a Utah Wastewater Small System Operator Certification or above.
- Have a Utah Backflow certification.

Physical Requirements:

- Must be able to work out of doors in all weather conditions, with wide ranging temperatures.
- Work includes heavy lifting (typically up to 80 pounds).
- Prolonged periods of standing; stooping, reaching, crawling, climbing, sitting in noisy and dusty environments. Makes use of all provided personal protection equipment). manual dexterity, coordination, agility, strength, and stamina.

Best Friends Animal Society is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.