



TERRY F. BELL
MAYOR

JIM E. GARLAND
RECORDER

POSITION AVAILABLE

UTILITY DIRECTOR

The City of Henderson, Tennessee, will be accepting applications for the position of Utility Director until the position is filled. The Utility Director is responsible for the overall operations of the utility department, including Water, Wastewater, and Natural Gas systems for the City of Henderson. All full-time city employees shall reside within a 15-mile radius of City Hall or within Chester County within one year from the date of employment and reside within this area during their employment.

Applications and Job Descriptions may be picked up at Henderson City Hall at 121 Crook Ave., requested by phone at (731) 983-5003, or downloaded from the city website at www.hendersontn.gov. Salary depends on qualifications. Applicants are required to provide a completed application, a resume, proof of requested certifications, and salary requirements. This can be delivered via mail, in person, or emailed to hr@hendersontn.gov.

The City of Henderson is an Equal Opportunity Employer. It is the policy of the City of Henderson not to discriminate on the basis of race, color, national origin, age, sex, or disability in its practices, programs, services, or activities.

CITY OF HENDERSON, TENNESSEE

JOB DESCRIPTION

POSITION: **Utility Director.** The Utility Director will perform his/her duties under the direct supervision of the Board of Mayor and Aldermen and shall serve at the pleasure of said board. The Utility Director is responsible for the overall operations of the Water, Wastewater (sewer), and Natural Gas Systems within the rules and regulations set forth by the Federal Government, the State of Tennessee, and the City of Henderson.

FLSA STATUS: Exempt - Salaried.

MINIMUM QUALIFICATIONS/EXPERIENCE:

1. Must have a Valid Tennessee Driver's License.
2. Must be able to speak, write, and understand English.
3. Must be able to abide to Federal and City Drug Testing Regulations.
4. Must have a High School Degree.
5. Must have computer skills and be familiar with standard software packages.
6. BS Degree in Civil Engineering, Business Management, or Related Field preferred.
7. Licensed as a Civil Engineer in Tennessee, a plus.
8. Management Experience required.
9. Water, Wastewater or Natural Gas Operation or Construction Experience preferred.
10. Within 18 months from appointment, Utility Director must obtain and maintain one of the following licenses: State of Tennessee Water Distribution License (Class II) or Wastewater Collection License (Class II). The remaining license must be obtained and maintained within 36 months of appointment.

RESIDENTIAL REQUIREMENTS: Must reside within a 15 mile radius of the City of Henderson City Hall or within Chester County within one year from the date of employment.

PRIMARY JOB DUTIES: Job Duties are as follows:

Responsible for the overall daily operations of the Water, Wastewater and Natural Gas Utility Systems.

Responsible for the purchase of materials, equipment and supplies for the continued operations of the utility department under the purchasing rules in the Municipal Code.

Work with Utility Clerks, Accounts Payable Clerks and Recorder to determine the breakdown of revenues and expenses for general ledger purposes.

Attend all meetings of the Board of Mayor and Aldermen. Make monthly reports concerning proposed extensions, recommended changes in policies or utility rates.

Prepare annual operations and capital outlay budgets with assistance of the Finance Director (City Recorder) and make monthly reports on the progress of such budgets to the city board.

Utility Director – Job Description

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Oversee the operations of contractors and engineers on large utility construction projects. Assist the mayor and board on the selection of engineers, contractors and other third parties to perform work for the utility department.

Daily contact with Utility Customers, Contractors, Developers and Other Utilities concerning the location of existing and proposed mains and services.

Talk with existing customers concerning service problems and late payment problems. Approve the write off list as needed to maintain proper cash flow and reduce uncollectible accounts.

Maintain proper records and tests as required by Federal, State and Local Laws and Regulations.

Deal with the Natural Gas Pipeline Company and Gas Marketers to allow for the purchase of the most economical natural gas for the utility's customers.

Overall supervision of approximately 20 employees in the utility department including field workers, meter readers and water plant operators under the rules and regulations set by the Municipal Code.

Keep Time Sheets, Leave Records and Employee Files and file reports as necessary to the City Recorder.

Has the ability to hire, discipline, suspend and dismiss employees of the utility department per the rules and regulations in the Municipal Code.

Maintain detailed job descriptions of all positions.

Recommend pay raises and promotions for employees under city policy.

Ensure that all employees acquire and maintain proper state licenses as required by their job descriptions.

Ensure ongoing natural gas operators certification of employees.

Schedule daily activities of employees to:

- Install new mains and services.

- Perform Maintenance and upkeep on all systems.

- Perform Maintenance on all equipment and machinery.

- Read water and gas meters.

- Turn on and turn off services.

- Collect past due bills.

- Check out new gas plumbing and set gas meters.

- Light Pilot lights for gas customers.

Daily activities (continued)

Operation and Maintenance of the Water Plant and Pump Stations.
Operation and Maintenance of the Sewer Lagoons and Pump Stations.
Continue and update the Wastewater Pretreatment Program.
Schedule on-call employees to provide adequate coverage after hours.

Any other tasks assigned by the Mayor or the Board of Aldermen.

SALARY: Depends on Qualifications

NORMAL WORK SCHEDULE OF THE DEPARTMENT:

Monday - Friday
7:00 AM to 4:00 PM
With an unpaid 1 hour Lunch Break
Work Schedule may be adjusted by the Board of Aldermen.
May require work after hours during emergencies.

PHYSICAL REQUIREMENTS:

1. Must be able to lift repetitively and carry up to 50 pounds.
2. Must be able to squat and bend repetitively.
3. Must be able to operate a motor vehicle.
4. Must be able to visit utility construction sites throughout the service area.

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PO Box 68 ~ 121 Crook Avenue
Henderson, TN 38340
PHONE: 731-983-5000~FAX: 731-983-5050

Position Applied for: Utility Director Deadline for Application: Until Position is Filled

APPLICANT INFORMATION				
Last Name		First		M.I. Date
Street Address				Apartment/Unit #
City		State		ZIP
Phone		E-mail Address		
Cell Phone No:		Driver's License No & State:		
Date Available				
Are you a citizen of the United States? YES ☐ NO ☐ If not, are you authorized to work in the U.S.? YES ☐ NO ☐				
Have you ever worked for this company?		YES ☐ NO ☐ If so, when?		
Have you ever been convicted of a felony?		YES ☐ NO ☐ If yes, explain		
Do any of your relatives work for the City of Henderson?		YES ☐ NO ☐ If yes, state name and relationship		
Are you currently employed?		YES ☐ NO ☐		
Are you currently on "lay-off" status and subject to recall?		YES ☐ NO ☐		
EDUCATION				
High School		Address		
Did you graduate?		YES ☐ NO ☐		Degree
College		Address		
Did you graduate?		YES ☐ NO ☐		Degree
Other		Address		
Did you graduate?		YES ☐ NO ☐		Degree

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

PREVIOUS EMPLOYMENT – CURRENT FIRST

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer for a reference? YES ☐ NO ☐			

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer for a reference? YES ☐ NO ☐			

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer for a reference? YES ☐ NO ☐			

Describe any specialized training, apprenticeship, job-related skills, and qualifications acquired from employment or other experience.

List professional, trade, business, civic or extra-curricular activities and offices held.

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

City of Henderson is An Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, or any other legally protected status.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I hereby authorize a complete background check of my criminal record, employment history, and credit history.

This employment application shall be considered active only until the position is filled. Any applicant wishing to be considered for employment beyond this period should complete a new application for that position.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand also, that I am required to abide by all rules and regulations of the employer.

Signature

Date