



Job Description for Utility Commissioner

Village of Stockbridge
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Job Description

UTILITY COMMISSIONER

DEFINITION:

The Utility Commission is a public advisory board for the Village of Stockbridge Water and Sanitary Sewer Utilities. This commission is comprised of people and families that drink the water every day and utilize the sanitary sewer system. These commissioners are appointed by the Village of Stockbridge Board of Trustees. The Commissioners are volunteers who devote their time and energy to providing a better quality of life for their community by ensuring a clean supply of drinking water and sewer services. These individuals realize the importance of these services to the sustainability and public health of their community.

They are the public's representative to help oversee the water and sewer systems. The Village of Stockbridge Sewer Utility is regulated by the Wisconsin Department of Natural Resources. The Village of Stockbridge Water Utility is regulated by the Wisconsin Public Service Commission and the Wisconsin Department of Natural Resources.

The Utility Commission affords residents the opportunity to actively participate in the future planning of the Village water and sewer systems; to learn all facets of the regulations governing such functions; interact with a wide variety of citizens who are the Utilities Customers and consumers; and assume an active role in regulation changes involving the Water and Sewer Utilities.

The following duties of a Utility Commissioner are illustrative only and are not intended to be all-inclusive:

POLICY:

The commission's major role is to adhere to ordinances and standards, while leaving the operations to the utility operation firm. However, in some instances the commission will have to provide direction to the operations firm on "how to" run the utility. A commissioner will cover all aspects of the utilities, varying in scope from rates and customer service policies, to purchasing / procurement policies, as well as other personnel policies.

UNDERSTANDING REGULATIONS:

There are many state and federal regulations and laws that affect the Village water and/or sewer system and how it does business. It is the responsibility of the Utility Commission to keep abreast of them and ensure the system and its business operations are in compliance.

PLANNING:

One of the Commission's jobs is to look forward and try to best position the system for the future. Managing the water or sewer utility is expensive and extensive, so it is up to the commission to determine goals / objectives and major ways to achieve them. This includes securing future water supplies, asset management, financial security, customer relations and recruiting for the future commission members. Just like managing our personal finances and assets, water and sewer systems must be constantly planning for short-term and long-term needs.

BUDGETS:

The Commission sets and approves the water and sewer utility annual budgets and reviews monthly at each meeting to ensure the Utilities are on track to meet its goals for the year. The budgeting process helps the commission focus on the system's operation, assess if planned expenditures are achieving the desired results, determine operation and capital spending.

MANAGEMENT:

The Village of Stockbridge Board of Trustees is upper tier of management. The Utility Commission is led by the Chairperson / Village President. The Village of Stockbridge Utility Clerk / Treasurer is to manage the utilities day-to-day clerical and financial operations reporting to the Utility Chairperson / Commission. The Village contracts its operations management.

MONITOR SYSTEM PERFORMANCE:

The Commission is not involved in the day-to-day operations of the water or sewer utility, but they do monitor the overall performance of the system. This information is gathered through monthly report, customer feedback, and audits. The commission uses this information to gauge the success of their short- and long-range planning.

MEETINGS:

The Utility Commission meets on the second Wednesday of every month. It is up to the Utility Commissioner's and the Utility Clerk to set the Sewer and Water Agendas. They are to conduct business openly, lawfully, and ethically.

WORKING CONDITIONS/PHYSICAL AND MENTAL EFFORT:

This position primarily conducts business indoors (99%) completing tasks such as reading and reviewing reports, plans, and other documents plus listening to presentations by staff, professional service contractors, and the public. This position requires a lengthy attention span and involves intermittently sitting (90%), walking (5%), and standing (5%).

RESTRICTIONS:

Other offices or positions that may be a conflict of interest for serving as a member of the Utility Commission.

QUALIFICATIONS:

Candidates for the Utility Commission must be a citizen of the United States, registered voter, and must have resided within the Village of Stockbridge for at least one year.

SKILLS AND ABILITIES

There are no minimum skills and abilities that an applicant must have to be appointed as a Utility Commissioner, however, the following list has been identified as those skills and abilities that make a quality Utility Commissioner:

- Attention to detail;
- Patience;
- Ability to think in abstract terms;
- Open mindedness;
- Willingness to listen and learn;
- Willingness (obligation) to contribute (speak in a public forum);
- Ability to compromise and work within a team framework;
- Ability to make decisions based on the best interests of the community, rather than other special-interest groups;
- A rudimentary understanding of the water and sewer systems and process; and
- Ability to read financial reports, operational / maintenance reports, project quotes, and system design plans.

TERMS OF OFFICE

The Village Utility Commission consists of five (5) members who are appointed by the Village Board after appropriate interviews. Utility Commission members serve terms of three (3) years. Where circumstances such as resignation or other departure from the Commission require, the Village Board shall may appoint for an initial term of one-year or two-year to maintain terms as required herein.