

## Management Roles

Management is responsible for operating the Utilities Department within the limits of appropriate Federal and State legislation. The decisions and recommendations that Utilities management is responsible for making include, but are not limited to, the following areas:

- Determining the size, composition, and responsibilities of the workforce.
- Directing, controlling, and evaluating the workforce.
- Assigning work and work areas.
- Setting standards relating to quality and quantity of work.
- Determining means, methods, and processes by which work is to be done using the safest means possible.
- Determining the materials to be used within budget and time constraints.
- Determining training needs and the means of accomplishing this training.
- Establishing reasonable rules and regulations and maintaining of discipline.
- Scheduling days and hours of work and vacation.
- Scheduling or assigning overtime and compensatory time.