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| **DEPARTMENT:**  Water | **ACCOUNTABLE TO:** General Manager | **FLSA STATUS:**  Exempt |
| **CLASS SUMMARY:**  Incumbents are responsible for serving as the supervisor to Water/Wastewater Maintenance Class Utility, I, II, & III employees and Plant operators. Duties include: scheduling, monitoring and assigning work to employees: coordinating, organizing, and overseeing Water/Wastewater projects; overseeing repairs and maintenance of water distribution and sanitary sewer systems; purchasing materials and tracking expenses; overseeing equipment operation; maintaining equipment; scheduling water/wastewater taps; assisting in the coordination of joint projects with other departments; locating utilities; investigating and responding to concerns and complaints by the public, contractors, developers and other agencies, and assisting in the completion of other Water/Wastewater projects. This position has the authority to issue discipline to employees in the form of verbal and written reprimands, set schedules, assign overtime for completion of emergency operations or utility efficiency of operations. This position also evaluates and scores employees for purposes of awarding merit raises within the Department’s established compensation system and procedures. In the absence of a full staff, an incumbent may, on rare occasions, this position may be required to perform skilled maintenance activities on a limited basis. | | |
| **DISTINGUISHING CHARACTERISTICS:**  The Sewer Operations Manager is the top level of a five level Water/Wastewater series. The Sewer Operations Manager is responsible for coordinating, scheduling and supervision of the maintenance crew and Water plant operators. The Sewer Operations Manager is distinguished from the General Manager who has full management authority over the wastewater treatment and collection system. . | | |

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| **DUTY**  **NO.** | **ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.) | **FREQUENCY** |
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| 1. | Serves as the immediate supervisor to Water/Wastewater Maintenance Class utility, I, II, III employees by scheduling and assigning work (including overtime), as well as directing employees, and providing evaluations that result in an employee’s eligibility for merit pay increases. | Daily |
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| 2. | Coordinates, organizes, and schedules Water/Wastewater projects such as maintaining and repairing water distribution/treatment and sanitary collection/treatment systems. Assigns staff to specific projects. | Daily |
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| 3.  4. | Ensures projects are on schedule and completed as a liaison with contractors and ensuring crews have the required materials and equipment.  Works with Engineering to coordinate with Construction/Inspection process | Daily  Daily |
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| **DUTY**  **NO.** | **ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.) | **FREQUENCY** |
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| 5.  6.  7.  8. | Trains Class Utility, I, II, and III employees in the proper procedures and methods of distribution repairs and Plant operation and maintenance.  Purchases materials, assists with budgeting and tracks expenses, maintains adequate inventories and evaluates new materials and products.  Leads the RFQ and RFP process to solicit competing quotes and bids.  Available to respond in emergency or unusual situations outside of normally assigned work periods , rotating with the General Manager and the Collection Supervisor | Daily  Monthly  As Required  Required |
| 9. | Assists in the coordination of joint projects with other departments. | As Required |
| 10. | Completes employee evaluations, makes recommendations to General Manager about staffing size. Manager’s evaluation helps determine employees’ merit pay increases. Manager also investigates and imposes discipline upon subordinate staff in the form of verbal or written reprimands. | As Required |
| 11. | Resolves issues with the public, contractors, developers and other agencies by investigating and responding to concerns and complaints. | As Required |
| 12. | Performs other duties as assigned. | As Required |
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| **Knowledge** (position requirements at entry):  Knowledge of:   1. Water distribution systems, hydrants, valves, fittings, maps and flows; 2. Sewer collection systems, manholes, pipes & fittings, flows, and repairs and maintenance; 3. Work zone safety; 4. Excavation safety; 5. Construction techniques; 6. Maintenance techniques; 7. Supervisory techniques; 8. Equipment uses and practices; 9. Traffic control. |
| **Skills** (position requirements at entry):  Skill in:   1. Coordinating maintenance projects; 2. Inventorying supplies and materials; 3. Operating and maintaining equipment 4. Reading blueprints and Engineering plans; 5. Problem solving; 6. Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. |
| **Training and Experience** (position requirements at entry):  High School Diploma or General Equivalency Diploma (G.E.D.) and four years of utility maintenance, or related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. |
| **Licensing Requirements** (position requirements at entry):   1. Class A or B, Commercial Driver’s License with tanker and air brake endorsements.   Incumbents may be required to have:   1. Water Distribution/Treatment Grade III and/or Sewer Collection Grade III , or ability to obtain within 18 months |
| **Working Conditions** (position requirements at entry):   * Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, poor ventilation, and intense noises. * Incumbents will work outdoors in all kinds of weather conditions, as necessary, as well as indoors, as necessary. * Incumbents will operate a multitude of equipment with varying degrees of noise and vibration. |
| **Physical Requirements:**  Positions typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.  Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. |