

ASSISTANT PUBLIC UTILITIES DIRECTOR

NATURE OF WORK

This is responsible administrative and technical supervisory work assisting in the direction of the water, wastewater, stormwater and hydroelectric operations. Work involves responsibility for assisting in the planning, organizing and directing the activities of the wastewater collection, wastewater treatment, water distribution, water treatment, storm drain management, hydroelectric generation and related operations for the City. This employee assists in purchasing and budgeting for operations, maintenance and equipment, policy development and implementation, staff training and the planning of long-range improvements and maintenance programs. The employee is responsible for the operational supervision of all delegated utility systems and plant components and acting on behalf of the Public Utilities Director in his/her absence. Supervision is normally exercised over a moderately large staff of technical, supervisory, skilled and semi-skilled employees. Work is reviewed through reports, conferences, analysis of records maintained and evaluation of citizen reports. The Public Utilities Director supervises this position.

EXAMPLES OF WORK

Has regular responsibility for the efficient operation of water treatment, wastewater treatment, stormwater treatment system, hydroelectric generation and all the systems and components;

Monitors and evaluates performance of contractors at the hydroelectric plant for optimum performance of contract operations;

Assists in the administrative direction of utility operation programs; recommends operating policies, rules and procedures;

Prepares personnel, equipment, supplies and general operating budgets following City guidelines; maintains general operating and administrative records;

Assists other City departments in stormwater management issues;

Prepares or approves departmental payroll; compiles or supervises the compilation of operating statistics and of equipment, production and completes departmental work reports;

Prepares and presents talks for training sessions, schools, citizens and service groups on the departmental programs and services;

Provides technical and educational tours of utility facilities;

Monitors and implements Federal, State and local regulations and policies that relate to water, wastewater, stormwater and hydroelectric operations;

Perform duties as a Treatment Plant Operator at the Water Treatment or Wastewater Treatment Facility;

Performs related work as required.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a bachelors degree in biology, chemistry or engineering plus seven years of progressively responsible experience in hydroelectric, water, stormwater and wastewater system operations; at least five of the experience years must be at a supervisory level.

Possession of at least a Class A Water Treatment Facility Operator Certificate or a Class A Wastewater Treatment Facility Operator Certificate. Employee must possess at least a Class B certificate in the alternate field that the Class A is held or ability to obtain in one year. Graduate of the American Water Works Association – Utility Management Institute or a similar executive training program.

DESIRABLE EDUCATION AND EXPERIENCE Considerable knowledge of the modern principles and practices of administration as applied to the design, construction, operation and maintenance of hydroelectric, water treatment facilities, wastewater treatment facilities, water distribution systems and wastewater and stormwater collection systems;

Ability to organize, direct and coordinate the activities of a moderately large and diversified department in a manner conducive to full performance and high morale;

Ability to delegate authority and responsibility and to schedule and program work on a long term basis;

Ability to clearly and concisely express ideas and give presentations on technical subjects, verbally and in writing, in a manner which can be understood by all persons;

Ability to assist in planning, implementation, supervision and evaluation of departmental programs and personnel;

Ability to analyze public utility administrative problems and situations and to assist in the preparation of effective and reasonable courses of action;

Ability to establish and maintain effective working relationships with the Public Utilities Director, Public Services Director, City Administrator, Mayor, City Council, other city officials, state and federal agency representatives, employees and the general public.

ESSENTIAL JOB FUNCTIONS

Must be able to read, write, hear and speak English sufficiently to understand and carry out verbal and written instructions; to understand technical information related to drafting, land survey, and civil engineering; to communicate effectively verbally and in writing; to make verbal presentations to staff and to the public; to prepare written documents, press releases, and reports required to supervise subordinates through radio communications and verbal directives;

Ability to establish and maintain effective working relationships with superiors, other employees, contractors, and the general public; must be capable of operating with little or no supervision, make independent decisions based on utility and/or existing administrative policies;

Hand-eye coordination is required to operate computer and other office equipment; the employee must have sufficient strength, mobility, and agility to perform occasional field survey and construction work; use of hands to handle equipment, tools, and objects; ability to traverse areas of uneven or excavated ground and steep embankments;

While performing the duties of this job, the employee is frequently required to sit for prolonged periods;

Work is performed in office settings with moderately quiet conditions; outside work is performed on construction sites with exposure to weather conditions, dirt, dust, loud noise, exhaust fumes and moving equipment;

Treatment facility work is performed in areas with exposure to various environmental conditions such as dirt, dust, noise, disagreeable odors, humidity, and extreme temperatures;

Must have normal vision, with or without correction, in order to use a personal computer and notice changes in water and wastewater;

Must have normal range of hearing, with or without correction, to hear and respond to telephone and radio communications;

Must be capable of reasonable judgement and possess sound reasoning and problem solving skills due to the independent nature of most of the work involved;

Must have the ability to perform complex mathematical functions related to water and wastewater quality standards and processes;

Must have the ability to learn proper techniques and use of computer equipment and various software packages including industrial plant operations applications, spreadsheets, and word processing.