

DIRECTOR OF WATER AND WASTEWATER

PURPOSE OF JOB

Employees in this class are under Administrative direction. Work performed in directing the overall operation of the City's water and wastewater systems; performs other work as required.

EQUIPMENT/JOB LOCATION

- The employee will operate a computer, typewriter, copier, telephone, calculator, 2-way radio, and other modern office equipment
- Employee will drive to job sites/facilities as needed
- Works routinely both indoors and outdoors and may be exposed to extreme conditions of weather
- The employee will be exposed to loud noise, dirt, dust, and foul odors

ESSENTIAL FUNCTIONS OF THE JOB

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, schedules, directs and provides overall supervision of the distribution, water maintenance department, water and wastewater treatment plants
- Preparation of annual departmental budget and is in control of expenditure appropriations
- Responsible for keeping and completing a variety of records and reports
- Keeps abreast of all pertinent Federal and State rules, regulations and trends and completes and keeps a variety of detailed records and reports
- Assists in writing specifications; estimates the cost of projects and reviews bids and contracts
- Insures that the systems are operating within guidelines and within peak efficiency
- Makes recommendations concerning the hiring, discipline and promotion of employees to the City Administrator
- Directs and performs inspections of contract work; recommends acceptance of work by the City
- Enforces safety policies of the City to ensure the safety of employees and department facilities
- Enforces department rules, regulations, work methods, and procedures

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Obtains easements as required
- Directs the pre treatment and cross-connection programs
- Attends seminars and meetings related to the overall performance of the department
- Handles customer complaints as necessary
- Consults with engineers relating to departmental projects

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the various operations of the water and wastewater treatment department
- Knowledge of the principles, methods, and procedures of sewer and water system maintenance, repair, and construction
- Knowledge of the principles of pipeline construction, maintenance, and rehabilitation
- Knowledge of Federal and State water and wastewater rules and regulations

- Knowledge of State, City and County traffic regulations
- Knowledge of City ordinances and State laws
- Knowledge of the materials and equipment used in sewer maintenance work
- Knowledge of departmental functions, rules, regulations, and procedures
- Knowledge of modern supervisory practices and procedures
- Ability to manage a large organization with a variety of functions
- Ability to communicate clearly and effectively orally and written
- Ability to evaluate situations and make decisions
- Ability to plan, organize, assign, supervise, and inspect the work of subordinates
- Ability to maintain a high level of discipline and morale
- Ability to complete accurate records and make reports
- Ability to establish and maintain an effective working relationship with the public and other employees

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Graduation from an accredited four year college or university with a major in Civil Engineering or related field or an associate degree may be substituted with eight years of progressively responsible experience required and or Five years of progressively responsible experience in water and wastewater operations of which two years must have been in a responsible supervisory consultative, or administrative capacity
- Possess a valid operator's license
- Must meet the residency requirements defined in the City of McMinnville Personnel Policy and Procedures Manual.
- Must be examined by a city designated physician to make a determination if applicant will be able to perform all essential duties required of this position

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated machines and tools which include a motor vehicle, computer, printer, typewriter, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty (20) pounds of force occasionally, and/or up to ten (10) pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Some tasks require the ability to perceive and discriminate colors, or shades of colors, sounds, odor, depth, and visual cues or signals. Vision requirements include being able to read small prints such as maps.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to this job. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the

ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to this job.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to this job.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

ENVIRONMENTAL FACTORS: Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, pollen, wetness, humidity, rain, fumes, smoke, temperature and noise extreme, electric currents or toxic agents.

Note: This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change. The City of McMinnville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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