

CLASS TITLE: SEWER OPERATIONS AND MAINTENANCE SYSTEMS MANAGER

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for the installation, operations and maintenance and repair of the municipal sanitary sewer collection systems and related facilities, and storm sewer pumping facilities; and performs other related required duties.

ESSENTIAL TASKS:

- Manages the work of subordinated supervisors engaged in operating and maintaining the City's sanitary sewer collections system maintenance, construction and repair
- Plans, coordinates and directs the operations of a 24-hour 7 day a week emergency/non-emergency municipal sanitary sewer system
- Prepares divisional capital and operational budgets in support of departmental initiatives and in compliance with federal and state guidelines
- Investigates customer complaints, requests, property damage and legal claims
- Coordinates employee development and training programs
- Develop, monitor and support initiatives to improve the overall department and division safety programs and engage in opportunities to improve the process
- Reviews plans and specifications for construction of new and existing sanitary sewer lines and lift stations and oversees the collection of field data needed for planning and designing such construction in compliance with the department's Asset Management framework
- Oversees the administration of contracts
- Prepares reports and records indicating the costs of construction and maintenance to the sanitary sewer system
- Develop and support initiatives regarding emergency preparedness at the City, department. and division levels
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in civil engineering, business or public administration, or construction management, and eight (8) years of progressively responsible experience in the construction, maintenance, and repair of a municipal sanitary and storm sewer systems and related facilities.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, materials, practices, and techniques involved in the repair and maintenance of the City's sanitary or storm sewer collection systems; considerable knowledge of the methods of operation of heavy construction equipment and machinery used in the repair and installation of sanitary or stormwater collection lines; good knowledge of the sanitary and storm system operations, and the principles, practices, and procedures of modern sewage disposal; and good knowledge of the operating principles of electrical and mechanical pumping equipment. Ability to plan, coordinate and supervise the activities of a large labor force engaged in public works construction and repair; ability to coordinate the activities of workers in several different skilled crafts and to determine, by inspection, quality of work performed by skilled and unskilled workers; ability to make material and labor estimates and to keep records and prepare reports; ability to read and interpret blueprints and engineering specifications; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing, and pulling up to 10 pounds; occasional lifting, carrying, pushing, and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, and twisting, and vision, speech, smelling and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License and a valid Class

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"A" Wastewater Works Operators License as issued by the Oklahoma Department of Environmental Quality (DEQ) or ability to obtain within the time allotted by law.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; requires some travel to various City locations; and subject to 24-hour emergency call-out.

Class Code: 1100

EEO Code: E-01

Pay Code: EX-52

Group: Labor and Trades

Series: Labor and Trades Supervision

Effective Date: December 10, 2020