

CLASS TITLE: WATER SUPPLY SYSTEMS MANAGER

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for operations and maintenance, engineering, planning, and administrative work in directing the Flowline Water Supply and the Water Treatment Plants and related facilities of the Water and Sewer Department; and performs other related required duties.

ESSENTIAL TASKS:

- Manages the work of subordinate supervisors engaged in operating and maintaining the City's water supply systems
- Plans, directs and supervises the work of professional, sub-professional, technical, and labor personnel, and manages division personnel issues
- Ensures operations are in compliance with applicable federal, state and local regulations as well as City and Departmental policies and recommends and establishes new methods and procedures for improving efficiency, initiating studies to determine adequacy and effectiveness of current operations
- Initiates, directs, and assists in communication, coordination and cooperation of work efforts with other City departments, consultants, contractors and outside agencies to achieve Water and Sewer Department goals and objectives
- Prepares divisional capital and operational budgets in support of departmental initiatives and in compliance with federal and state guidelines for water supply systems
- Coordinates the purchasing of materials, equipment and outside services, and fund disbursement and the preparation of specifications for material and equipment needs
- Assists and performs work involving the preparation and review of contracts and proposals
- Manages emergency preparedness, mitigation, response and recovery plans for the division
- 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
- Manages water and sewer assets safely and efficiently across their life-cycle according to the policies, strategies, and procedures provided in the Asset Management Framework
- 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, chemical or general engineering, chemistry, or related field and eight (8) years of progressively responsible experience in municipal water treatment.

Knowledge, Abilities and Skills: Comprehensive knowledge of municipal water/wastewater treatment objectives, purposes, practices and methods; comprehensive knowledge of water engineering principles and practices as they apply to physical science and engineering, and the maintenance, repair and operation of a water treatment facility; comprehensive knowledge of the laws, ordinances and regulations relating to the planning, development and maintenance of water treatment facilities; considerable knowledge of modern developments and sources of information regarding water treatment operations and engineering; and considerable knowledge of quality control techniques and statistical analysis. Ability to plan, direct, coordinate and supervise the work of professional, sub-professional, and technical personnel engaged in maintenance and operation of water treatment facilities; ability to analyze complex data, delineate trends and identify anomalies; ability to prepare comprehensive technical and regulatory reports and recommendations for improved and expanded service; ability to prepare technical and regulatory reports and maintain records ability to work effectively with others in complex and controversial situations with appropriate tact and courtesy; ability to formulate short and long range plans necessary to accomplish the goals of the department; ability to express ideas and recommendations effectively; 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 10 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 "A" Water Operator's 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; and requires some travel to various City locations; and subject to 24-hour emergency call out.

Class Code: 1068

EEO Code: E-01

Pay Code: EX-52

Group: Engineering, Planning, and Technical

Series: Professional Engineering

Effective date: January 27, 2021