

CLASS TITLE: UTILITY SYSTEMS OPERATIONS ADMINISTRATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision performs data management, technical support, budgetary planning, and implementation and ensures section compliance with applicable City, state, and federal regulations, provides technical training, and other related assigned duties.

ESSENTIAL TASKS:

- Administers capital and operating budget and assists in preparation and monitoring of section budget
- Writes technical specifications for equipment, materials, and chemicals and prepares and monitors requisitions for capital and non-capital purchases
- Writes and administers various contracts
- Coordinates and maintains section's fixed asset and rolling stock inventory
- Conducts and coordinates safety, technical and equipment training
- Coordinates repair of safety and electronic equipment and establishes Preventative Maintenance (PM) schedules
- Maintains various section files and prepares and reviews analytical reports relating to the section operation and compliance with federal and state laws
- Coordinates software configuration, data management, troubleshooting and quality control for section computer systems
- Develops and implements programs to accomplish section and strategic plan objectives
- May direct some personnel (in some positions)
- 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 an associate's degree in a field relevant to the essential tasks of this job description, and four (4) years of progressively responsible experience in the administration of a municipal water/wastewater system; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one step increase upon completion of ninety (90) accredited college hours and six (6) months employment in the position. Employee will be eligible for an additional one step increase upon completion of one hundred and twenty (120) accredited college hours (or a Bachelor's degree from accredited college or university) and (1) one year of employment in the position.

Proficiency Increases:

1st Proficiency (All Divisions): Employee will be eligible for a one-step increase upon completion of:

- Three (3) months in current position, and
- Receives a "Proficient" rating on most current performance evaluation, and
- Manager Training Module 1, and
- Teach a training class (8hrs), and

Sewer Operation and Maintenance & Water Distribution 1st Proficiency:

- Lucity Training and Assessment

Water Pollution Control 1st Proficiency:

- Hach Water Information Management Solution (WIMS) Training and Assessment, or
- Lucity Training and Assessment as directed by management

2nd Proficiency (All Divisions): Employee will be eligible for a one-step increase upon completion of:

- Six (6) months in current position, and
- Receives a "Proficient" rating on most current performance evaluation, and

- Manager Training Module 2, and
- Tulsa Community College Online Business Writing Class or Equivalent (5hrs), and
- Six Sigma Yellow Belt (or higher)

3rd Proficiency (All Divisions): Employee will be eligible for a one-step increase upon completion of:

- Nine (9) months in current position, and
- Receives a “Proficient” rating on most current performance evaluation, and
- Manager Training Module 3, and
- Fundamentals of Project Management Online Course (or Equivalent), and
- OSHA 30

Knowledge, Abilities and Skills: Comprehensive knowledge of the City’s purchasing system and budget process; considerable knowledge of Department of Environmental Quality rules and regulations; considerable knowledge of water/wastewater system and equipment related to its operations; good knowledge of hazardous waste operator’s certification; good knowledge of mathematics required to perform engineering calculations; good knowledge of various related software packages including GIS and/or work management systems; and good knowledge of OSHA regulations. Ability to design Public Works projects; ability to perform engineering calculations; ability to provide effective instruction in various fields of knowledge; ability to interpret and enforce technical ordinances and regulations; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects; may be subject to standing, walking, sitting, reaching, climbing, bending, and handling; occasional kneeling, bending and feeling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver’s License; must obtain a relevant Class “D” Water or Wastewater Operator’s License as issued by the Department of Environmental Quality (DEQ) within (9) months from date of hire’ and must obtain a relevant “Class “C” Water or Wastewater Operator’s License as issued by the Department of Environmental Quality (DEQ) within eighteen (18) months from date of hire’ some positions, and some positions may require possession of or ability to obtain certification of OSHA 40 hour Hazardous Material Response Training specified by OSHA in the HAZWOPER standard.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather; may be exposed to traffic, confined spaces, temperature/weather extremes, and climbing hazards; and requires travel to various City locations and shift changes for assigned duties.

Class Code: 3522

EEO Code: N-03

Pay Code: AT-32

Group: Engineering, Planning and Technical

Series: Subprofessional Engineering and Technical

Effective Date: August 18, 2021