

CLASS TITLE: LAKES AREA MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction supervises the operation, maintenance and repair of City dams, storage reservoirs, recreational facilities, lake complexes, sewage lagoon and the Spavinaw and Eucha water treatment plants and distribution systems and performs other related required duties.

ESSENTIAL TASKS:

- Plans, directs and coordinates the work of subordinate personnel engaged in the operation, maintenance and repair of Lakes Spavinaw and Eucha complexes, water treatment plants, water and wastewater systems and related facilities
- Supervises, trains and evaluates laboratory, plant and other personnel in appropriate testing and monitoring procedures necessary for effective water supply control
- Supervises permit sales, water bill collection and processes complaints from water customers and the public
- Directs the monitoring and sampling of lakes, associated watersheds and streams to ensure compliance with water supply standards
- Prepares operating plans
- Develops preventive maintenance programs
- Coordinates capital improvement projects for the Lakes Area
- Formulates plans for emergency work projects
- Reviews and approves plans, specifications and design concepts
- Works with engineers and contractors to refurbish dams, water treatment plants and related facilities
- Establishes priority usage of lakes and reservoirs
- Coordinates collection of data for long range planning activities
- Conducts field inspections of projects to ensure established standards maintained
- Enforces disciplinary action for rules violations
- Prepares reports and maintains records of costs for use in budget preparation
- Develops and promotes an effective public relations program
- Consults with regulatory agencies and entities to ensure compliance with laws, regulations and guidelines relating to the Lakes complexes and Spavinaw Watershed
- 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 agricultural science, biology or environmental management or a related field and five (5) years of progressively responsible experience in the construction, maintenance and repair of a municipal water systems, lakes 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 water system; considerable knowledge of the accepted principles, practices and procedures of fish and game management and conservation programs; considerable knowledge of the technical principles and practices of Civil and Sanitary Engineering as applied to a water utility system; and good knowledge of the operating principles of civil and sanitary engineering as applied to a water utility system; considerable knowledge of applicable federal, state and local laws, ordinances and regulations governing the use of water supply at a lake recreation area. Ability to plan, coordinate and supervise the activities of work forces engaged in a variety of operations of municipal lakes and recreational facilities; ability to direct water, biological, ecological studies, statistical analysis and compilation of results in report form; 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; may be subject to walking, bending, stooping, climbing, lifting and standing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License and possession of a valid Class "B" Water Operator's License and Class "C" Wastewater Operator's and Lab Licenses as issued by the Department of Environmental Quality (DEQ).

WORKING ENVIRONMENT: Working environment is indoors in an office setting and outdoors and in inclement weather; and requires travel to various City locations to inspect system activities; and may include confined space entry/exit, exposure to hazardous locations and on call 24 hours.

Class Code: 1102

EEO Code: E-01

Pay Code: EX-44

Group: Labor And Trades

Series: Labor and Trades Supervision

Effective date: January 6, 2011