

WATER/WASTE WATER OPERATIONS MANAGER

PURPOSE AND NATURE OF WORK

Single position in this class is responsible for management of the municipal ground water production, treatment and distribution and municipal waste water collection and treatment divisions of the Department of Utilities. Incumbent has supervisory responsibilities, through subordinate supervisors and superintendents, for a large number of plant operators, foremen, equipment operators, lift station and plant maintenance technicians, service workers, as well as a small clerical staff, and works under the general direction of the departmental director.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Reviews, evaluates, revises and/or establishes policies and procedures used in ground production, treatment and distribution as well as wastewater collection and treatment. Directs and participates in review and evaluation of staff and equipment performance. Directs and participates in the preparation of Capital and Operations and Maintenance budgets for the division. Works with the Engineering division to review and project plant, equipment and personnel requirements to meet future demands. Reviews and approves expenditures. Provides support, coordination of efforts, and assistance to other departments and divisions within Consolidated Government.

Directs and participates in the preparation of Capital and Operations and Maintenance budgets for the divisions. Attends City-Parish Council meetings when matters involving the municipal water or wastewater utility arise, address elected officials and public, presents budget, makes recommendations, explains budget revisions, unforeseen expenses. Presents and explains services, rates and operations to citizens' groups, elected officials and general public as required.

Keeps abreast of regulatory environment changes that affect municipal water and wastewater utilities and assures compliance measures are in place and adequate. Represents the utility system before regulatory bodies in matters involving municipal water and wastewater utilities. Regulation by the Louisiana Department of Health and Hospitals for certification of foremen, supervisors and employees onsite or to be onsite or within short notice require the incumbent to have, or to obtain, certifications in all areas of responsibility, as soon as possible after employment, without exception, to assure compliance.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the objectives, equipment and operations of modern ground water production and treatment and wastewater collection and treatment facilities.

Extensive knowledge of methods and materials related to municipal water distribution and wastewater collection system construction and maintenance.

Thorough knowledge of the layout, location and equipment characteristics of the water distribution and treatment and wastewater collection and treatment facilities.

Knowledge of the regulatory and legal environment of the modern municipal water and wastewater environment, including environmental law, employee training and certification requirements, and contract law as applicable.

Knowledge of water chemistry and microbiology principles and practices in municipal water and wastewater operations.

Knowledge of civil and/or sanitary engineering principles and practices related to municipal water and wastewater operations.

Knowledge of the organization's policies and procedures for budget preparation, revision, purchasing, procurement and contracting, personnel management, risk and safety management.

Ability to research, analyze, organize and present data and recommendations in an effective manner.

Ability to plan, develop and administer technical contracts.

Ability to plan, coordinate and supervise the work of professional, technical and clerical employees.

Ability to establish and maintain effective working relationships with elected officials, the public, contract services representatives and employees.

DESIRABLE TRAINING AND EXPERIENCE

Baccalaureate Degree in Civil or Sanitary Engineering or a related field, and substantial, progressively responsible experience in operations, maintenance and administration of a municipal water and wastewater system, including its management and budget; or an equivalent combination of education and experience.

NECESSARY SPECIAL QUALIFICATIONS

Possession of Class IV Waste Water Treatment and Waste Water Collection Certifications issued by the State of Louisiana, within three years of appointment.

Possession of Class IV Water Production, Water Treatment, and Water Distribution certification, as issued by the State of Louisiana, within three years of appointment.

Must be capable of responding to the site within one hour of being notified.