

## City of Manchester Job Description

Job Title: Assistant Director  
Department: Water & Sewer  
Reports To: Director  
FLSA Status: Exempt  
Prepared By: BP  
Prepared Date: 6-6-01  
Approved By: Board of Mayor & Aldermen  
Approved Date:

### SUMMARY

Assist Director in performance of Department activities such as water distribution system and sewer collection system. Responsible for department safety, maintenance, and construction of water & sewer projects. Plans and coordinates activities of workers in operation and maintenance of waterworks and sewer systems to ensure adequate potable water supply as well as waste disposal systems for residential, industrial, or agricultural use by performing the following duties either personally or through subordinate supervisors.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Schedules and coordinates activities connected with processing and distributing water

Determines action to be taken in the event of emergencies

Reviews and evaluates water and sewage reports, records, logs, and graphs to confirm the adequacy of present and projected water and sewer needs

Prepares budget estimates based on anticipated material and personnel needs

Reads and analyzes plans of water and sewer improvements and/or existing components.

Recommends solutions to either real or potential problems with water and wastewater systems.

Troubleshoots a wide variety of situations and recommends alternatives as required.

Acts in behalf of Director in his/her absence.

Plans and organizes departmental operations and projects assigned

Codes and organizes purchase orders.

Supervises, directs, and inspects construction and work crews as assigned or required.

Responsible for daily scheduling of work crews.

Oversees subordinates to ensure work performed is completely efficiently and effectively.

Other duties may be assigned.

Plan, draft, and present information to employees, boards, commissions, citizen groups, customers, and potential clientele.

#### SUPERVISORY RESPONSIBILITIES

Supervises, directs, and inspects work crews and subordinates in the department.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

Associate's degree (A.S.orA.A.); or equivalent from two year college or technical school; or three to five years related experience and/or training; or equivalent combination of education and experience.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical reports, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Must be able to respond to regulatory agencies. Ability to write speeches and articles for publication that conform to prescribed style and format Ability to effectively present information to top management, public groups, and/or boards of directors.

#### MATHEMATICAL SKILLS

Must be proficient with variables such as exponents and logarithms. Ability to calculate figures such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply principles of logical and scientific thinking to a wide range of abstract and concrete variables. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc)

## CERTIFICATES, LICENSES, REGISTRATIONS

Valid Tennessee Driver License

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, walk, climb and/or balance. The employee is required to use hands, reach with arms, stoop, kneel, crouch, crawl, talk and hear. The employee is regularly required to lift and move up to 25 lbs, frequently lift and/or move 50 lbs, and occasionally lift and/or move up to 100 lbs. Specific vision abilities required by this job include distance and color vision.

## WORK ENVIRONMENT

While performing the duties of this position, the employee must be able to work in all weather conditions. The employee is frequently exposed to moving mechanical parts. Occasionally, the employee is exposed to wet conditions; high, precarious places; acidic, toxic, or caustic chemicals; risk of electrical shock; noise level in the work environment can be loud.