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| ***JOB SUMMARY*:** The employee is under the direct supervision of the City Manager. This employee is directly responsible for the management of the Water and Wastewater Operations. This employee is responsible for the implementation and enforcement of the policies relevant to each department as adopted by the Mayor and City Council. The employee will operate an automobile and cellular phone for constant communication access. |
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| ***ESSENTIAL DUTIES AND RESPONSIBILITIES*** include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*   * Plans, develops, coordinates, administers and manages the departments providing water, sewer and natural gas services; * Responsible for all facets of the Utility Dept which provide adequate, safe, and efficient water and wastewater. * Studies and performs strategic planning, organizing, and coordinating of the activities of the water and sewer departments and makes recommendations and decisions affecting and designed to improve the economy, efficiency, and quality of same. * Directs personnel. Performs managerial duties in accordance with department policies and applicable laws including interviewing, hiring, training employees; planning, assigning and directing work; corrective action, performance counseling and problem resolution. * Assists in writing specifications, compiling cost estimates and recommendations to the City Manager; * Initiates and maintains contact with consultants and reviews their work for the City; * Determines major departmental policies, plans long term programs and makes administrative decisions concerning construction of capital projects, reading and adjusting blue prints and outlining projects to conform to specifications; * Directs the keeping of records and supervises the preparation of necessary reports; * Develops, revises and administers enterprise funds; monitors expenditures to ensure compliance within approved budgets; including the development and review of contractual specifications for bidding capital improvement projects and ensures the completion of capital improvement projects; * Reviews all purchase order (PO) requisitions for materials required to operate the gas, water and sewer systems and revises annual bids used in the department; * Directs and performs inspections of contract work, determines compliance, and recommends acceptance or non-acceptance of the work to the City Manager. * Assures that operations and procedures of the department comply with federal and state occupational health and safety regulations and maintains records n compliance to Federal, State and City regulations; * Responsible for adherence to OSHA/TOSHA regulations; * Acts as Director of the Safety Committee. * Maintains satisfactory public relations through courteous and prompt attention to complaints; * Performs other duties as may be directed by the City Manager; |

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| ***QUALIFICATION REQUIREMENTS:***  *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.* |
| * Knowledge of modern management practices and techniques; * Knowledge of principles and practices of construction and maintenance supervision; * Knowledge of accepted construction principles and practices; * Knowledge of materials and equipment used in public works, and public utilities maintenance and construction work; * Knowledge of elementary principles and practices of civil engineering as it applies to construction and maintenance of water, sewer and gas utilities; * Knowledge of safety and OSHA/TOSHA regulations; * Knowledge of modern methods, materials and practices related to the operation, construction and maintenance of water distribution system, water plant distribution, wastewater plant and collection, gas purchasing and distribution systems; * Knowledge of laws and regulations regarding employee health, safety and employment practices; * Knowledge of state and federal laws governing labor practices, building codes, water and wastewater operations. * Intermediate computer skills in Microsoft Office – WORD and EXCEL * Ability to plan, organize, assign, supervise and inspect the work of subordinates. * Ability to maintain inventory control and administer appropriate purchasing policies and procedures; * Ability to implement innovative methods to provide more efficient and effective operations; * Ability to keep routine operational and personnel records and make reports; * Ability to express ideas and information clearly, concisely and effectively in writing and verbally; * Ability to develop sound plans for the future development of public utilities systems and other public facilities in relation to community needs; * Ability to analyze and recommend utility fees, charges, and rates. * Ability to establish and maintain an effective working relationship with the members of the public, consultants, accountants, City Council and other city employees. |
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| ***EDUCATION and/or EXPERIENCE:***   * A bachelor’s degree from an accredited college or university in Business Administration, Industrial Management, Political Science, Civil Engineering or related field is preferred; AND/OR * Eight+ years of work experience at a senior level in a combination of Public Works, Utilities operation and Management; * A combined 5+ years of experience in water treatment, water distribution, wastewater treatment, and wastewater collections. * An excellent work and attendance record. |
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| ***LICENSES & CERTIFICATIONS:***   * Valid driver’s license. * CDL Required * Operator licenses preferred:   Water Treatment  Water Distribution  Wastewater Treatment  Wastewater Collections System |

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| ***PHYSICAL DEMANDS:*** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* |
| The employee is regularly required to see, hear and talk and perform the physical activities marked below:.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Activity** | | **Check 1 column for Frequency of Occurrence** | | | | Check Applicable Activities |  | **Occasionally**  **< 1/3 of the time** | **Frequently**  **1/3–2/3 of the time** | **Regularly**  **>2/3 of the time** | | x | Standing |  | x |  | | x | Walking |  | x |  | | x | Climbing: Stairs &/or Ladders | x |  |  | | x | Sitting |  | x |  | | x | Balancing | x |  |  | | x | Bending/Stooping/Kneeling | x |  |  | | x | Twisting | x |  |  | | x | Squatting | x |  |  | | x | Grasping/Squeezing | x |  |  | | x | Repetitive movements w/hands |  | x |  | | x | Reaching/working overhead | x |  |  | | x | Lift &/or carry up to 25 lbs. | x |  |  | | x | Push &/or pull up to 25 lbs. | x |  |  | |
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| **WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*  This employee will work both inside in an office environment, temperature controlled, well-lit with low noise levels and work outdoors and may be exposed to machinery with moving parts, noise, fumes, and chemicals, extreme conditions of weather Employee must wear required Personal Protective Equipment (PPE). |
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| ***Job Description Acknowledgment***: I understand that ***this job description is not a contract of employment*** between the Town of Oliver Springs and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the Town of Oliver Springs may assign other duties as needed. I have received a copy of the Utility Director job description, have read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the Utility Director job as it is described in the job description above.  **Employee Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date (Employment, Transfer, Revised Job Description): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Sign and date job description. Make a copy for your records. Email to** [**oscitymanager@oliversprings-tn.gov**](mailto:oscitymanager@oliversprings-tn.gov) |