



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Assistant Manager of Utilities Division

JOB NO: AS068221

JOB FAMILY: Administrative/Specialist

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To assist in the administration of the Utilities Division within the Public Services Department; oversee, coordinate and supervise the work of staff responsible for providing water distribution and wastewater collection field operations within the Utilities Division; to perform a variety of administrative tasks relative to assigned area of responsibility; to provide highly responsible and complex staff assistance to the Manager of Utilities Division.

SUPERVISION

General supervision is provided by the Manager of Utilities. Responsible for supervision of the Utility Supervisors and the Production Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Participate in the administration of the Utilities Division; provide administrative and technical assistance to the Manager of Utilities Division.
3. Oversee, coordinate, supervise and review the work of staff responsible for providing water distribution and wastewater collection field operations within the Utilities Division.
4. Participate in the selection of maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures. Provide timely, accurate and thorough Performance Reviews for supervised employees.
5. Prepare various reports on operations and activities.
6. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing water distribution and wastewater services; implement policies and procedures.
7. Participate in the preparation and administration of the Utilities Division annual budget; submit budget recommendations; monitor expenditures.
8. Direct the Industrial Waste Program; conduct plant inspections; prepare various permits; interpret and ensure the adherence of federal regulations and guidelines.
9. Compile response to claims for damages.
10. Direct and oversee the Water Pollution Control and Abatement Program, Backflow and Cross Connection; provide inspection of water quality of the water and wastewater facilities; provide corrective action as required; ensure the safety of the City's potable water.

11. Coordinate with North Texas Municipal Water District's water and wastewater treatment facilities.
12. Remain on-call to respond to emergency situations for repair of water distribution and wastewater collection systems or other related problems.
13. Coordinate the monitoring of safety procedures and practices in the Utilities Division.
14. Work with various vendors in the requisition of supplies and materials.
15. Ensure the adherence to safe work practices by maintenance personnel.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

OTHER DUTIES AND RESPONSIBILITIES

1. Participate in various special projects as assigned.
2. Supervise the maintenance of time, materials and equipment use records.
3. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Three years of increasingly responsible experience in the operation and maintenance of water distribution and wastewater collection systems including one year of supervisory responsibility.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

- 1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees;
- 3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Operations, services and activities of water distribution and wastewater collection programs.

Materials, methods, practices and equipment used in water distribution and wastewater collection systems maintenance and repair activities.

Types and level of maintenance and repair activities generally performed in a water distribution and wastewater collection system maintenance and repair program.

Occupational hazards and standard safety precautions necessary in the work.

Principles and procedures of record keeping and reporting.

Principles of municipal budget preparation.

Principles of supervision, training and performance evaluation.

Pertinent federal, state, and local laws, codes and regulations.

Modern office procedures, methods and computer equipment.

Recent developments, current literature and sources of information related to water treatment and distribution and wastewater collection and treatment.

Functions and purposes of water distribution and wastewater treatment systems.

Basic principles of biology, chemistry and mathematics as related to water and wastewater treatment.

Basic mechanical and electrical systems.

Skill in:

Participating in the coordination and organization of the activities of water distribution and wastewater collection facilities.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Ability to:

Obtain possession of a Grade C Distribution Certificate issued by the TNRCC within one year from the date of employment with the City of Mesquite.

Obtain possession of a Class II or equivalent Wastewater Certificate issued by the TNRCC within one year from the date of employment with the City of Mesquite. Failure to obtain water and wastewater certification will result in nondisciplinary termination.

Work on-call.

Assist in the management and coordination of the work of supervisory, maintenance, technical and clerical personnel.

Participate in the coordination of operation and maintenance schedules.

Interpret and explain City water distribution and wastewater collection policies and procedures.

Prepare clear and concise reports.

Operate and maintain water distribution and wastewater collection machinery and equipment.

Read meters and gauges correctly and to act quickly and competently.

Ensure facility compliance with federal, state and local rules, laws and regulations.

Select, supervise, train and evaluate staff.

Perform responsible and difficult work involving the use of independent judgment and personal initiative.

Coordinate and compile information and statistics into complete records and reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups, and the general public.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Operating assigned equipment according to safety standards*
- *Communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Exposure to dirt, air contamination, noises and toxic materials routinely encountered in wastewater management*
- *Walking, standing, stooping, crawling or sitting routinely encountered in wastewater management*
- *Exposure to all weather conditions including temperature extremes operating assigned equipment.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

REVISION DATE: September 2001; May 2002