*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are* ***not*** *intended to reflect all duties performed within the job.*

**DEFINITION**

Direct, manage, supervise and coordinate the activities and operations of the Wastewater Services division within the Utilities Department; coordinate assigned activities with other divisions, departments and outside agencies; provide highly responsible and complex administrative support to the Director of Utilities.

**JOB CLASSIFICATION**

Exempt, Safety Sensitive.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Utilities.

Exercises direct supervision over assigned wastewater collections and treatment plant staff.

**PRIMARY DUTIES**--*The following are examples of primary duties assigned to positions in this classification. Other related duties and responsibilities may be assigned.*

1. Manage assigned staff and functions through subordinate supervisors; recommend and approve new hires, terminations and disciplinary actions; ensure training and staff development activities; manage staffing costs.

2. Oversee and coordinate the services and activities of the Wastewater Services division within the Utilities Department including wastewater treatment plant operation and maintenance, collection system operations, and industrial pretreatment program.

3. Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; develop long-range business plans; recommend and administer policies and procedures.

4. Oversee and participate in the development and administration of the Wastewater Services division annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

5. Identify and implement various special projects; determine parameters and guidelines for assigned projects; review capital improvement plans related to wastewater treatment and collection services; provide input regarding future capital needs and maintenance activities.

6. Provide responsible staff assistance and technical expertise to the Director of Utilities; recommend modifications to wastewater services programs, policies and procedures as appropriate.

7. Serve as the liaison for the Wastewater Services division with other divisions, departments, outside agencies, and the general public; negotiate and resolve sensitive and controversial issues; establish and maintain cooperative working relationships with regulatory agencies and customers.

8. Prepare, review, and analyze a variety of reports and applications for department and management staff and outside agencies; evaluate data and communicate activity levels using spreadsheets, graphs, and other aids; make recommendations related to efficiency and effectiveness of service delivery methods and procedures.

9. Perform other duties of a similar nature or level.

**QUALIFICATIONS**

**Knowledge of:**

Principles of supervision and training.

Principles of budget preparation and administration.

Operations, services and activities of a comprehensive wastewater treatment and wastewater collection system operations and maintenance program.

Modern and complex principles and practices used in wastewater treatment and wastewater collection system maintenance, construction and repair work.

Methods, practices, materials, tools and equipment common to wastewater treatment plant and collection system maintenance, repair and construction.

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

Elements of construction technology as they relate to assigned construction, maintenance and repair activities.

Standards, calculations, and methods used to measure the operating efficiency of machinery and equipment used in wastewater systems.

Principles and practices of program development and administration.

Recent developments, current literature and information related to wastewater services.

English usage, spelling, grammar and punctuation.

Modern office technology and equipment, including computers and related software applications.

Applicable Federal, State and local codes, laws and regulations.

**Ability to:**

Oversee, direct and coordinate the work of assigned staff.

Participate in the development and administration of program goals, objectives and procedures.

Prepare, monitor, and administer budgets.

Respond to requests and inquiries from the general public and City employees.

Prepare clear and concise technical, administrative and financial reports.

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

Research, analyze and evaluate new service delivery methods and techniques.

Establish and maintain accurate records, logs, and files.

Interpret and apply Federal, State and local policies, laws and regulations.

Operate and use modern office equipment including computer and various software applications.

Interpret and work from sketches, penciled layouts, and blueprints and prepare plans for minor projects.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Equivalent to:*

**Experience:**

Five (5) years of increasingly responsible wastewater treatment plant and collection systems operations and maintenance experience including two (2) years of administrative and supervisory responsibility.

**Training:**

Bachelor’s Degree from an accredited institution with course work in civil or process engineering, construction technology, biology or a related field.

Other combinations of experience and education that meet the minimum requirements may be substituted.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid Colorado driver's license.

Possession of a valid Class "A" Wastewater Treatment Plant Operator certificate issued by the State of Colorado.

Possession of Class IV Collections Systems certificate issued by the State of Colorado.

City of Grand Junction Leadership Track certification within two (2) years of appointment.

**WORKING CONDITIONS**

**Environmental Conditions**:

The job is performed in the following working environment:

Office and field environment.

**Physical Conditions**:

The job is characterized by:

|  |
| --- |
| **Sedentary Work**: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. |

The following physical activities are very or extremely important in accomplishing the job’s purpose and are performed on a daily basis:

While performing the duties of this job, the employee is required to sit for prolonged periods. The employee is regularly required to see, hear, talk, stand, twist and use repetitive motions in the conduct of work. The employee is also required to perform light lifting.