

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	E805
FLSA:	E
WC:	7520
PG:	513
EEO:	2

CLASSIFICATION TITLE: WATER UTILITY MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the Roswell Water Utility (both regulatory and field operations) for the City of Roswell; performs technical, field and administrative work regarding the City's water utility system and provide quality drinking water for public use in compliance with federal, state and local requirements. Work is performed under the general supervision of the Environmental/Public Works Director or Deputy Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors work activities and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Develops and implements appropriate Standard Operating Procedures and work place policies appropriate for department functions. Provides internal training to the Water Utility personnel on proper assessment of water utility infrastructure. Prepare periodic reports on system condition, supply inventory, and training needs.

Prepare and implement an asset management program to assist the Finance Department with GASB 34 standards. Develop a regular maintenance program for Water Utility. Prepare periodic reports on system condition, supply inventory, and training needs.

Hold specific knowledge regarding the Capital Improvement Projects (CIP); evaluates the projects using the CIP matrix criteria and analyzes the costs and recommends priority based on these factors; Participates in CIP planning and recommends projects for replacement in the upcoming fiscal year and the five year planning budget. Manages new waterline installation projects; monitors engineering and construction of waterline project. Manages the backflow prevention program for compliance with Federal, State, and Local standards.

Participate in budget planning and development for section; monitors expenditures to ensure compliance with approved budget; processes supply and equipment requisitions.

Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.

Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events. Represents the Roswell Water Utility in water business forums, professional organizations (ie GAWP) and at the Metropolitan North Georgia Planning District.

Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.

Communicates with supervisor, employees, other departments, developers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.

Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents. Participate in budget plan and development for Water Utility. Monitors expenditures to ensure compliance with approved budget. Processes supply and equipment requisitions. Manages capital projects for Water Utility.

Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree with eight (8) to ten (10) years of experience in engineering, construction, water distribution, or water plant operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Three (3)+ years in a management/supervisory capacity required. Must possess and maintain a valid Georgia driver's license.

Must possess and maintain State of Georgia Water Distribution License (minimum) or Class II Water License. Must hold backflow prevention certification.

Knowledge of GIS is beneficial.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Thorough knowledge of City county, state, and federal codes, ordinances and regulations pertaining to water distribution systems, flow and quality. Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position. Must be able to write appropriate standard operating procedures and policies related to work functions.

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity, including instructing, reviewing work, maintaining standards, and coordinating activities.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as machinery, traffic hazards, or rude/irate customers.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.