

Childersburg Waterworks, Sewer & Gas Board

Job Description and Qualifications

Job Title: Manager of Waterworks, Sewer and Gas Board of the City of Childersburg

Reports to: Childersburg Waterworks, Sewer and Gas Board

FLSA Status: Exempt

Department: Public Utilities

Location: City of Childersburg

Summary: Plans, organizes, manages and reviews the work of employees engaged in the installation, repair, maintenance and operation of water and wastewater facilities including the wastewater treatment plant. All sanitary sewer mains, fire hydrants, meters, pumps, tanks and wells within the Water and Sewer Departments are included along with every aspect of the Board's natural gas system.

Representative List of Essential Duties and Responsibilities: The list is not intended to be all-inclusive nor exclusive, but is intended to provide examples of typical duties performed.

Plans, organizes, directs and reviews operations and activities of the water distribution and sewer operations and natural gas system of the city; develops and implements goals, objectives and prioritizes work activities. Recommends departmental policies and procedures.

Responsible for preparation and administration of the Board's budgets. Provides input into the capital plan based on analysis and research of best practices.

Analyzes operating systems activities, makes recommendations and implements improvements in processes to increase efficiencies and overall work quality.

Analyzes trends to determine the adequacy of current facilities and to project community demand for future facilities.

Works closely with consultants to meet and serve expanding community needs. Directs activities of subordinate personnel who oversee installation, maintenance and repair of the water distribution, sewage facilities and the natural gas system.

Confers with Board Chairman and technical personnel and outside utilities to coordinate department activities.

Evaluates new developments in materials, tools and equipment to recommend or deny purchase.

Responsible for the effective management of consultants and service providers. Directs work according to the strategic and capital plans.

Working in correlation with Board and the Safety Representative, investigates and provides documentation and reports of claims against the city related to Board activities.

Work in very close contact with the state agencies to maintain a safe and efficient natural gas system.

Communicates regularly with ADEM to make sure the Board's water and sewer system are in compliance.

Provides for training and development of Board employees, depending on their initiative and abilities.

Prepares billings and estimates for repair and construction work performed by city forces.

Ensures an adequate inventory of materials, supplies, parts and equipment for the Board's total work program.

Prepares formal work schedule programs for the Board and utilizes project management and electronic work flow tools to effectively manage efficient work projects.

Inspects work in progress of contractors and staff crews for conformance with plans and specifications.

Handles citizen complaints related to the Board and makes decisions regarding the escalation of issues.

Establishes and maintains effective work relationships with others.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving- Identifies and resolves problems in a timely manner; **Customer Service-** Manages difficult or emotional customer situations; Responds promptly to customer needs; **Team Work-** Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit; **Leadership-** Inspires respect and trust; **Ethics-** Works with integrity and ethically; Upholds organizational values; **Organizational Support-** Follows policies and procedures; **Dependability-** Takes responsibility for own actions; **Professionalism-** Treats others with respect and consideration regardless of their status or position. **Quality-** Looks for ways to improve and promote quality.

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/Experience:

Six years' experience in water, sewer and gas operations. Associate degree or higher preferred but not required or related field can substitute for half of the required experience. Minimum of 4 years in management role or supervisory capacity. Must have a demonstrated track record of successfully managing individuals and multiple projects. Must demonstrate strong background of improving processes for efficiency and quality and holding staff members accountable for results.

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to communicate both in verbal and written form that represents the Board with both integrity and professionalism.

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing and spreadsheet software.

Certificates and Licenses:

Valid Alabama Driver's License plus any professional organization recognition.

Supervisory Responsibilities:

Carries out supervisory responsibilities in accordance with the Board's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to work near moving mechanical parts. The employee is frequently exposed to toxic or caustic chemicals and outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather); work in high, precarious places; fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate.

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 must occasionally lift and/or move up to 25 pounds and frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance and taste or smell.