



Water and Wastewater Utilities Manager

The City of Watertown (pop. 23,945), seeks applications from qualified individuals for the position of Water and Wastewater Utilities Manager.

Position administers planning and direction of operation and maintenance of the Wastewater Treatment Plant and its collection system and the Water Treatment Plant and its distribution system. This position supervises a staff of approximately 20 employees in the two divisions.

REQUIREMENTS:

- Bachelor's degree in Water Resource Management, Engineering, Chemistry, Biology or related field.
- Advanced Wisconsin Wastewater Operation Certifications in BioSolids/Sludge Handling, Processing and Reuse, Biological Treatment, Suspended Growth Processes, Disinfection, Laboratory, Nutrient Removal: Total Phosphorus, Sanitary Sewage Collection and Solids Separation.
- Wisconsin Drinking Water Operation Certifications in Groundwater, Distribution and Iron Removal.
- Seven years of progressively responsible experience in Water and Wastewater operations with at least three to five years directing the activities of staff, preferred.
- Strong leadership, management, budgeting, communication, and human relations skills required.

Equivalent combinations of training and experience will be considered. Starting salary range is \$79,019-\$86,050 DOQ. Submit cover letter, resume with at least three references and City employment application to City Clerk Elissa Meltesen at elissam@cityofwatertown.org. Application deadline is noon, October 26, 2018. EOE.

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May". This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

Revised 04/09/18

Title: Water Utilities Manager **Department:** Water & Wastewater **FLSA:** Exempt
Pay Grade: S in Watertown

General Summary:

Reporting directly to the City Mayor, the Water Utilities Manager is responsible for all administrative, managerial, and technical work to administer the planning, organization, direction, and maintenance of the following departments: the Wastewater Treatment Plant Facilities & Operations including the collection system, and the Water Treatment Facilities & Operations including the distribution system.

The Water Utilities Manager will develop and implement department programs for both Utilities to include, but not limited to: annual budget and 5-year capital plan preparation & presentation, asset management & project prioritization and recommendations, employee development, job and safety training; inflow and infiltration prevention; Reports related to Federal Safe Drinking Water Act compliance, PSC compliance, & WDNR compliance.

The Water Utilities Manager will supervise and direct all water and wastewater utility operations including: water production, treatment and storage, pumping, SCADA control, collections/distribution construction/maintenance, meter installation, customer accounts and service.

Responsible for the guarantee of safe drinking water, adequate water for fire protection to its customers and to ensure the water (wastewater) used by the customer is purified to meet the DNR and EPA requirements before discharging the water to the Rock River.

Reporting Responsibilities:

Work under the direction of the Mayor to implement policy established by the Public Works Commission and the Common Council. Work is reviewed through periodic performance reports, occasional checks of work and results achieved. Exercise supervisory authority over the operation, maintenance and upgrading of the Wastewater and Water Treatment facilities and their collection and distribution systems in accordance with approved policies and procedures. Supervision includes staff, plant operator, maintenance, and laboratory personnel for both facilities. The Water Utilities Manager regularly attends Public Works Commission and Finance Committee meetings and Common Council as needed.

Specific Accountabilities:

1. Establish policies, procedures and methods for operation and maintenance of the Water and Wastewater collection and distribution systems and industrial pretreatment program.
2. Administer, interpret, and explain policies, rules, regulations, and laws to groups and individuals under the authority of the Public Works Commission.

3. Responsible for general accounting, utility billing, payroll, purchasing and preparation of financial reports for the Water and Wastewater to the Public Works Commission, auditors, and the PSC.
4. Responsible for the efficient operation of the Water and Wastewater Departments. This includes preparation of an annual capital and operating budget and controlling cost within the approved budget. Cost reduction opportunities should be identified and planned.
5. Coordinates Water and Wastewater annual capital improvement projects in cooperation with the other City Departments and their city projects.
6. Supervises specification and contracts for Water and Wastewater construction related projects.
7. Supervises all Utility staff; including office staff and field personnel, as defined on the current organizational chart. This includes work assignments, setting work schedules, employee training and development, providing guidance and assistance, interpretation of all related policies, establishing procedures/methods for personnel, reviewing work performance, discipline, settling complaints, establishing goals/objectives, and recommending hiring, promotions, demotions and terminations.
8. Analyze plant and laboratory reports and direct the adjustment of processing methods to improve plant efficiency or improve practices.
9. Responsible for maintaining knowledge of all federal, state and local regulations and policies as they apply to Water and Wastewater and for recommending and/or implementing required changes.
10. Plan and recommend the improvements of all treatment facilities through the acquisition and through the use of improved techniques and processes.
11. Responsible for the communication of information to the Public Works Commission, Mayor, Common Council, and other department heads as well as federal, state, and local industries.
12. Must be DNR certified to operate the Water and Wastewater facilities and must attend classes to maintain licenses.
13. Responsible for attending any meetings for Water and Wastewater related issues, i.e. Common Council, Public Works Commission, and Site Plan Review.
14. Prepares and releases project, maintenance, or equipment replacement specifications and bid packages.
15. Develop and manage a preventative maintenance program for the water and wastewater utilities.
16. Complete annual performance evaluation reviews for water and wastewater staff.
17. Prepare, review and approve pay requisitions for equipment, materials, and supplies. Prepare equipment and bid specification documents when necessary.
18. Implements, monitors and enforces all safety procedures. Ensures that all personnel comply with procedures specified in the City Safety Policy, or Department Safety Policy.
19. Serves as "Operator in Charge" of Wastewater Treatment Facility.
20. Administer Drinking Water Cross Connection Control Program.
21. Coordinate and administer consultant contracts for engineering services.
22. Determines current and long-term service needs of the community; develops and implements plans to meet needs. Constantly seeking energy- and cost-saving techniques. Responsible for long-range planning and budgeting to meet ultra-low phosphorus limits from the DNR. Arranges for new and increased sources of revenue, such as high-strength waste and landfill leachate.
23. Work with Engineer and other department heads to administer construction contracts including award, payments, change orders, final close out.

Knowledge, Skills and Abilities:

Graduation from an accredited four (4) year college or university with a Bachelor of Science degree in Water and Wastewater management or related field with major course work in biological, chemical, or engineering, plus four (5) years practical experience in Water and Wastewater plant and maintenance operations, and a minimum of three (5) years supervisory experience and a combination of equivalent training and experience that provides the following knowledge, skills and abilities:

1. Considerable knowledge of industrial waste and their effects on wastewater treatment process and equipment and water system cross connection problem with industries.
2. Considerable knowledge of processes and equipment involved in wastewater and water treatment, wastewater collection and water distribution systems including; chemical, bacteriological and biological process.
3. Ability to plan and direct the work of subordinate personnel.
4. Ability to diagnose and implement corrective procedures relative to systems malfunction.
5. Knowledge of the occupational hazards and procedures to enforce safe work practices involving confined space entry.
6. Skill in providing leadership and maintenance of morale for subordinate personnel.
7. Ability to establish and maintain effective communications and relationships with other city employees, supervisors, elected officials, and the general public.
8. Will be proficient or will gain proficiency in the use of City IT applications. Example included but not limited to Microsoft Office, Civic System, GIS, SCADA, and intranet based information.
9. General geography of the City of Watertown, including locations of pump stations, well houses, major utility systems, water production, distribution and storage systems, and wastewater collection system and facilities.
10. Quality assurance and quality control for water and wastewater facilities and systems to include knowledge of all testing, repair and maintenance.

Additional Abilities:

Supervisory & Management Skills:

Requires the ability to effectively supervise, manage, lead, teach, direct, plan, coordinate and/or control a diverse staff. Requires ability to initiate a team orientated work environment and effectively employ quality management techniques. Requires the ability to act as a first-line supervisor, including scheduling, providing technical training, providing employee feedback, Requires the ability to perform upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations with an organizational framework. Requires the ability to analyze problems, identify alternative solutions, and implement decisions based on such data and overseeing the execution of these decisions.

Tools and equipment used:

Advanced knowledge of water and wastewater treatment & supply pumping and other equipment integral to the operation of a water treatment & distribution/collections system. Requires ability to operate equipment, machinery, and tools requiring monitoring multiple conditions and making multiple complex and rapid adjustments, such as common hand tools, shovels, pick ax, drills, computer terminal, meter reading equipment, sampling equipment, two-way radio, telephone, fax.

Physical Demands:

Lifting approximately 100 lbs occasionally, with frequent lifting and/or carrying of objects weighing up to 25 lbs. Stooping, kneeling, crouching, crawling, reaching, handling, feeling, working with fingers, seeing, and walking or standing to a significant degree. Employee must have stamina and able to maintain physical exertion for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Language Skills:

Must have developed language skills to the point to be able to read and understand instructions, safety rules, etc. Must be able to write reports legibly. Must speak distinctly. While this position often dictates working independently, this employee must be able to effectively communicate with customers, contractors and office personnel. Requires the ability to effectively communicate orally and in writing situations with the city employees, city officials, consulting engineers, contractors, property owners and DNR personnel.

Environmental Adaptability:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic/poisonous agents, disease or pathogenic substances.

Mathematic Ability:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; the ability to perform mathematical operations involving algebra, trigonometry, geometry, and basic calculus.

Judgment and Situational Reasoning Ability: Ability to exercise independent judgment to apply facts and principals for developing approaches and techniques to proper resolution. Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Licenses:

Wisconsin DNR certification

Water (ground water, distribution and iron removal)

Advanced Wastewater Treatment in: Biological Solids/Sludge Handling, Processing & Reuse; Biological Treatment – Ponds, Lagoons, and Natural Systems; Biological Treatment – Suspended Growth Processes; Disinfection; Laboratory; Solids Separation; and Nutrient Removal – Total Phosphorus.

Additional certifications:

CPR and First Aid

Confine Space Entry

National Incident Management Systems – (NIMS) 15700, 15800; ICS 100, 200, 300, 400, 700, 800