



## Deputy Director – Water & Wastewater

### Water & Wastewater

#### **JOB SUMMARY**

This position directs the city's water and wastewater operations.

#### **MAJOR DUTIES**

- Assigns and supervises the work of subordinates in the operation and maintenance of water, wastewater and related facilities.
- Inspects operations and ensures conformance with established procedures and standards.
- Reviews and interprets operating data; makes appropriate changes in procedures to ensure continuous and efficient operations.
- Supervises the operation of water and wastewater treatment plants.
- Coordinates and supervises construction maintenance activities.
- Develops and supervises preventative maintenance programs.
- Prepares periodic activity reports; prepares specifications for equipment and material purchases; requisitions materials and supplies; supervises the maintenance of plant records and charts; prepares budget estimates.
- Reviews engineering designs and specifications.
- Assists in the hiring process; evaluates, counsels and disciplines personnel.
- Remains informed of changes in state and federal regulations.
- Assists customers with billing concerns; resolves billing issues.
- Reviews and approves pay requests.
- Performs related duties.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of water and wastewater treatment plant hydraulics, processes, mechanics, materials, and operating policies.
- Knowledge of the hazards associated with water and wastewater treatment and of the necessary safety and sanitary precautions.
- Knowledge of laboratory techniques and procedures related to water and wastewater treatment.
- Knowledge of the physical and chemical processes of water and wastewater treatment.
- Knowledge of city and departmental policies and procedures.
- Knowledge of federal and state regulatory standards.
- Knowledge of computers and job related software programs.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the repair, maintenance and calibration of water and wastewater treatment plant equipment.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the interpretation and analysis of data and in the preparation of related reports.
- Skill in the supervision and effective leadership of personnel.

#### **SUPERVISORY CONTROLS**

The Director of Public Works and Utilities assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## **GUIDELINES**

Guidelines include Occupational Health and Safety Administration regulations, state and federal environmental regulations, the Safe Drinking Water Act, the Safe Dams Act, and city and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management and supervisory duties. The variety of tasks to be managed and strict regulations contribute to the complexity of the position.
- The purpose of this position is to direct the city's water and wastewater operations. Success in this position contributes to the efficiency and effectiveness of those operations.

## **CONTACTS**

- Contacts are typically with co-workers, other city employees, elected and appointed officials, contractors, vendors, customers, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping, The employee occasionally lifts light and heavy objects, climbs ladders, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Wastewater Plant Superintendent (3), Water Treatment Plant Superintendent (2), Water Distribution Superintendent (1), and Laboratory Manager (1).

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Engineering or related field. A master's degree is preferred.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience with demonstrated management and leadership skills.
- Possession a valid driver's license issued by the State of Georgia.
- Possession of or ability to readily obtain an appropriate state-certified license for water and/or wastewater treatment or distribution as appropriate.
- Certification as a Professional Engineer or Engineer in Training is highly desirable.

**THE CITY OF GRIFFIN IS AN EQUAL OPPORTUNITY EMPLOYER**