

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Water Utility Manager

Department: Environmental/Public Works

Pay Grade: 515

FLSA Status: Exempt

Job Code: E805

JOB SUMMARY

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.

ESSENTIAL JOB FUNCTIONS

- 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.
- Ensures the City maintains compliance with all federal, state, and local regulations; and reviews and anticipates new regulations that may be put in place.
- 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. Prepares periodic reports on system condition, supply inventory, and training needs.
- Prepares and implements an asset management program to assist the Finance Department with GASB 34 standards. Develops a regular maintenance program for Water Utility.
- Holds 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.

- Participates 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 (i.e.- 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 general 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.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree with eight (8) 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.

Licenses or Certifications:

- Possess and maintain State of Georgia Water Distribution License (minimum) or Class II Water License.
- Possess and maintain Backflow Prevention certification.
- Possess and maintain Erosion and Sediment Control Level 1A license.

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of GIS is beneficial.
- Knowledge of City county, state, and federal codes, ordinances and regulations pertaining to water distribution systems, flow and quality.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to write appropriate standard operating procedures and policies related to work functions.
- 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.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity, including instructing, reviewing work, maintaining standards, and coordinating activities.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- 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.
- 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.
- 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.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate 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). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as machinery, traffic hazards, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.