



Effective: 06/13/2002  
Revised: 05/15/2020  
City of Sweet Home  
Utilities Manager Job Description  
FLSA Exempt  
Non-Bargaining

Approved by: 

## **UTILITIES MANAGER**

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity, and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

### **A. SUMMARY:**

The person filling this position is responsible for efficient and effective administration, operation, and maintenance of water and wastewater treatment facilities, thereby ensuring compliance with water quality standards set forth by State and Federal regulations. Develops plans and procedures to ensure effective plant operation and recommends specifications for major equipment and material purchases, plant improvement and additions.

Responsible for, and exercises direct authority over all treatment facilities' functions, operation of, and personnel in accordance with approved policies and procedures. Inspects treatment facilities regularly, analyzes and evaluates operational effectiveness, identifies maintenance opportunities, initiates, and makes recommendations for new assets, and improved best practices. Does other related duties, as necessary.

Position is required to be continuously on-call for Plant callouts and emergencies.

### **B. SUPERVISION RECEIVED AND EXERCISED:**

Directly supervises operators within the Treatment Divisions and ensures contract operations meet requirements set forth in the contract, state, and federal law. Carries out managerial responsibilities in accordance with the City's policies and procedures, 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.

**C. EXAMPLES OF DUTIES:** The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Plans, organizes, assigns, directs, and reviews the work of employees engaged in the operation and maintenance of the wastewater treatment plant, water treatment facility, wastewater collection system, water distribution system, and compost facilities

2. Oversees operation of facilities to meet all applicable regulatory requirements and in accordance with design criteria. Develops and implements techniques and methods of process control which increase plant efficiency
3. Oversees preparation of monthly, quarterly, and annual reports to regulatory agencies
4. Oversees scheduled contract work on plant components
5. Confers with Public Works Director on plant operational problems
6. Oversees the preventive maintenance and asset management programs of the plant
7. Oversees emergency and unscheduled work to assure appropriate follow through
8. Prepares reports for submission to the Public Works Director
9. Prepares presentations for City Council, and other regulatory agencies
10. Implements, directs, and enforces plant safety and risk management programs
11. Coordinates equipment repair or replacement such that plant effluent quality limits are maintained
12. Oversees preparation of work orders
13. Oversees the requisition process for tools, materials, equipment, and services
14. Responsible for inventory of stored material for use in the plant
15. Reviews and comments on all plans for construction, repair, or replacement of any plant components
16. Develops preventive maintenance program in conjunction with engineering and Public Works staff
17. Oversees training activities
18. Confers with Union representatives to resolve grievances
19. Assists Public Works Director on all personnel issues including hiring, evaluating, disciplining, and terminating
20. Assists Public Works Director in preparation of budget by providing input relative to plant O & M fiscal needs
21. Responds to inquiries and complaints from the community
22. Performs other duties as assigned by Public Works Director

#### **D. QUALIFICATIONS**

##### **Knowledge of:**

1. Knowledge of, and ability to apply policies and procedures of the City
2. Knowledge of methods, materials, tools, and equipment used in the operation, maintenance, inspection, repair, and installation of water/wastewater treatment plants components
3. Knowledge of the mechanical, biological, and chemical processes involved in the operation of a water/wastewater treatment plants
4. Knowledge of the occupational hazards in water/wastewater treatment plants and safety measures to be implemented
5. Knowledge of, and ability to apply principles of sound management and budget
6. Thorough knowledge of the materials, methods, and techniques used in the operation of water and wastewater treatment plants, chemical and physical process of activated sludge treatment
7. Applied knowledge of chemistry, microbiology, pumps and pipe fittings, mechanics, and electricity sufficient to permit analysis of laboratory and maintain operation parameters
8. Considerable knowledge of safety practices, procedures, and principles of supervision and personnel practices is required

**Ability to:**

1. Ability to plan and direct the work of subordinate employees
2. Ability to operate and maintain equipment used in the water/wastewater treatment process
3. Ability to recognize needed repairs, scheduled and unscheduled, and planning accordingly
4. Ability to perform, analyze and interpret laboratory tests for the purpose of making operational adjustments
5. Ability to deal effectively with people
6. Ability to read and interpret engineering specifications and drawings pertaining to plant expansions and improvements
7. Ability to understand and follow oral and written instructions in the English language
8. Ability to form efficient and effective working relationships with the community and peers
9. Ability to define problems, collect data, establish facts, and draw valid conclusions
10. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
11. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry
12. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
13. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
14. Ability to write reports, business correspondence, and procedure manuals
15. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
16. Ability to assign, direct and coordinate work and projects; establish and maintain effective working relationships with other employees and the general public; maintain records, compile and present progress reports; interpret plans and specifications and make accurate personnel, material and equipment estimates

**E. WORK ENVIRONMENT/PHYSICAL DEMANDS**

*Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Passing a pre-employment drug test is required.*

1. Ability to sit at a workstation for extended periods
2. Ability to stand, walk, and drive as needed throughout day
3. Occasional ability to lift, carry, and put away parcels weighing up to 50 pounds each
4. Ability to monitor several audible communications devices, such as telephone, fax, and radio, etc. throughout day
5. Ability to sit or stand for long periods, as necessary
6. Physical stamina to sustain long workdays, including early morning and evening meetings, as necessary
7. This position may be required to obtain special certifications

**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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **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 outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

### **EXPERIENCE AND EDUCATION**

#### **Experience**

Five years of continuous progressive management experience or a combination of education and experience that provides the knowledge, skills, and abilities to perform the work.

#### **Education**

Bachelor's degree from four-year college or university in Civil Engineering, Public Administration or related discipline and three years related experience and/or training in treatment plant operations; or equivalent combination of education and experience that demonstrates the ability to perform the duties in water & wastewater treatment plant operation and maintenance.

### **LICENSE AND CERTIFICATE**

A valid State of Oregon Motor Vehicle Driver's License is required.

Certification at level III wastewater treatment plant required, with the ability to obtain level IV certification within a mutually agreed upon time frame. Time frame for completion will be determined at the time person takes over in the position.

Certification at Level II water treatment required, with the ability to obtain certification at level III within a mutually agreed upon time frame.

The applicant will be required to meet qualifications of being designated as "Direct Responsible Charge" for all collection and distribution systems as defined by the state and/or any applicable governing agency.