

WATER RESOURCES ASSISTANT DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The fundamental reason this classification exists is to direct a major functional area of the Water Resources Department and manage highly complex and multi-disciplinary activities, including special projects across division. The incumbent exercises considerable independence in working with division heads and managers of other City departments on problems relating to water and wastewater activities. The Water Resources Assistant Director is responsible for the management and direction of the City's water treatment plant, three wastewater treatment plants, utility control room operations, water and wastewater regulatory compliance, industrial pretreatment, backflow prevention, water and wastewater engineering and planning, Supervisory Control and Data Acquisition (SCADA), electrical controls and instrumentation, and other areas by assignment. Work assignments are broad in scope and require the use of independent judgment and initiative in making technical and managerial decisions of considerable difficulty.

The incumbent performs a variety of professional engineering related and administrative tasks and oversees supervisors, technical workers, and professional-level employees. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. As the Assistant Director for the Department and the third-level professional engineering supervisor for the Water Engineering and Planning Group, the position under review is responsible for overseeing the strategic direction of the life cycle asset management program for all components of the water and water reclamation facilities and infrastructure from inception through retirement and replacement, which includes the long-range capital replacement schedules for assets. The position oversees master planning for water and wastewater and preparation of operations & maintenance (O&M) and 10-year Capital Improvement Plan (CIP) budgets for the workgroups supervised. The position is responsible for ensuring that the right capital investments are made at the right time. The position is responsible for reviewing plans for present and future programs and needs, including equipment and facility requirements, and reviewing technical reports and budgets submitted by engineers and plant managers. The position is responsible for ensuring operational efficiency, redundancy, and resiliency of the equipment and personnel at the City's water and wastewater treatment plants.

The Assistant Director for the Department is responsible for ensuring that the Department provides high quality drinking water and treated effluent supplies in full compliance with regulatory requirements. The position is also responsible for ensuring that the water and wastewater treatment plants operate at the highest levels of efficiency while maintaining quality goals, redundancy, and resiliency, and that the water distribution system operates at the highest level of efficiency while still maintaining water quality, water pressure, and water age goals.

Supervision is received from the Water Resources Department Director who reviews work through reports, meetings, and conferences regarding results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Civil, Chemical, or Environmental Engineering, or closely related engineering field. Extensive (5+ years) administrative and supervisory experience in water and/or wastewater municipal operations including experience in capital improvement project planning, life cycle asset management, and supervising professional engineering staff.

Special Requirements. Must possess a valid Arizona Driver's License by hire date. Registration as a Professional Engineer (PE) at the time of hire, with PE registration in Arizona within 6 months of hire.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. A Master's Degree from an accredited college or university in a related discipline is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates verbally with customers, clients, the general public, and the other City employees in order to communicate information on water supply, pumping, treatment, storage, distribution, quality, control and instrumentation, utility control room operations; wastewater reclamation, industrial pretreatment, permitting and regulatory compliance, water and wastewater engineering, asset management, capital improvement projects (CIP), and the regulatory compliance lab. The Water Resources Assistant Director serves as the Water Resources Department representative at meetings related to water and wastewater treatment, master planning, CIP, and system operation. Serves as the escalation point for the Deputy Engineer in resolving construction issues with other City departments, developers, and contractors. Instructs others in a classroom setting providing training in related areas of water. Produces written documents such as letters, memos, budgets, data summaries and ordinances in order to convey information to others internally and externally to the City organization.

Manual/Physical: Draws or letters charts, schedules, graphs, maps, or similar objects, and engineering charts and graphs to incorporate into reports, memos, etc. Moves light objects of less than 20 pounds to assist administrative staff. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings or visit field operations. Enters data or information into a terminal, personal computer (PC), or other keyboard device in order to produce documents, databases, and reports. Observes, inspects, and monitors objects such as water treatment, laboratory, and monitoring facilities to determine compliance with prescribed operating or safety standards, Occupational Safety and Health Administration (OSHA) requirements, and industry standards for operations and maintenance. Uses graphic instructions such as construction plans, schematic drawings, layouts, or other visual aids in locating facilities, designing concepts, troubleshooting, and optimizing operations.

Mental: Comprehends and makes inferences from written material in order to analyze data to produce documents, supervise staff, and make operational decisions. Supervises and evaluates the work of subordinate personnel such as supervisors and technical- and professional-level staff. Prioritizes and assigns work to personnel or prioritizes own work such as Environmental Protection Agency (EPA) compliance projects, facilities improvements, safety requirements, management objectives, etc. Reviews or checks the work products of others to ensure conformance to standards by checking substance and grammar of documents produced by subordinates. Reviews and approves work orders, invoices for payment, procurement card purchases, and contracts for the water and wastewater areas;

and reviews expenditures and operational strategies for the Val Vista Water Plant. Learns job-related material through on-the-job training regarding hands-on equipment seminars designed primarily for subordinates. Learns job-related material regarding all technical and administrative facets of the position. Analyzes data such as water production reports, water quality reports, and monitoring reports in order to make recommendations in a written report format to management regarding status of compliance with regulations, optimization of facilities, and staffing and budget needs.

Knowledge and Abilities:

Knowledge of:

engineering principles and practices applicable to water supply, pumping, treatment, storage, distribution, and quality, and control and instrumentation, as well as the utility control room operations; wastewater collection, wastewater reclamation, industrial pretreatment, pumping, sulfide control, permitting and regulatory compliance, and compliance laboratory; water engineering, asset management, capital improvement projects (CIP), and the regulatory compliance lab; City of Mesa ordinances and related enforcement procedures; state and federal regulations and standards applicable to water and wastewater functions; and principles and practices of employee supervision and training.

Ability to:

apply appropriate engineering principles to ensure compliance with water supply, pumping, treatment, storage, distribution, and quality, and control and instrumentation, as well as the utility control room operations; wastewater collection, reclamation, pretreatment, pumping, sulfide control, permitting and regulatory compliance, and compliance laboratory; water engineering, asset management, capital improvement projects (CIP), and the regulatory compliance lab standards and specifications; apply appropriate engineering principles in reviewing/evaluating capital improvement plans and as-built construction; and interact with subordinates, other governmental officials, private contractors, and business owners/managers to establish and maintain effective working relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-O/A

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 44-200

PAY GRADE: 62

SECURITY-No

CDL-No

IND-9410

SWORN-No