

WATER RESOURCES DEPARTMENT DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: Under administrative direction, the Water Resources Department Director plans, organizes, and directs activities of the Water Resources Department. The position is responsible for long-range planning, preparing reports, and maintaining records relating to the department. The incumbent is responsible for identification, implementation, and success of a continuous improvement and increased productivity program within the department, and directs or conducts special studies related to operations of the department. The incumbent acts as a representative of the City at professional organization meetings; with other utilities; with representatives of county, state, and federal regulatory agencies; and with local businesses to administer the operations and improvements for the department. The employee negotiates with outside parties, works with legislators and regulatory agencies (such as the Department of Water Resources and the Arizona Department of Environmental Quality [ADEQ]) for the purpose of developing policies and implementing strategic plans, and provides direction and planning for water and sewer service. The incumbent provides long-range planning and oversees operations, maintenance, repair, and budget preparation for all of the City's water supply, treatment, distribution, metering, wastewater collection, water reclamation, and irrigation systems. This class performs related management and administrative duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. An employee in this class specializes in policy development and planning in the water and wastewater area. The position reports directly to the Assistant City Manager through meetings, conferences, and reports regarding problems encountered and overall results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Civil, Environmental, or Sanitary Engineering; Public or Business Administration; or related field. A minimum of seven years of progressively responsible managerial, supervisory, and administrative experience.

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Master's Degree in Business or Public Administration and registration as a Professional Engineer are preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, outside contractors, City/elected officials, or others in order to supervise the Water Resources Department. Produces documents such as policies, methods, and procedures for improving productivity; develops plans and specifications for additions or revisions and special studies in the department.

Manual/Physical: Enters data or information into a terminal, personal computer, or other keyboard device in order to prepare or approve specifications for vehicles, services provided, technical equipment, various internal division reports, and special statistical/data projects. Observes, inspects, or monitors the behavior of employees, subordinates, contracted personnel, etc., to determine compliance with prescribed operating or safety standards such as county, state, and federal guidelines (example: ADEQ, etc.). Operates motor vehicle requiring a standard Arizona Driver's License to attend meetings and conferences and respond to emergencies.

Mental: Supervises and evaluates the work of subordinate personnel such as prioritizing and assigning work to personnel, and reviewing or checking the work products of others to ensure conformance to standards and compliance with policies, procedures, and guidelines set forth by the department, as well as the regulatory agencies. Analyzes data such as applicable federal, state, and local codes as they relate to the department in order to make recommendations in a written report format to management.

Knowledge and Abilities:

Knowledge of:

theory and principles of the design and operation of water and wastewater treatment facilities;
principles and practices of municipal water and sewer utility construction methods;
water quality regulations and regulating agencies;
materials, methods, practices, and equipment used in water and sewer system operations and construction, maintenance, and repair;
federal, state, and local guidelines which relate to the operation and maintenance of the department;
public administration research methods and techniques, forecasting, and general budgeting principles and practices;
public administration methods of report presentation;
municipal government organization and the services normally provided; and
modern supervision, evaluation, and training practices and methods.

Ability to:

assign work projects to employees based on their area(s) of expertise in order to optimize the use of available staff and equipment;
prioritize work projects based on the severity of the problem, potential danger to the public, potential loss to the City, and other pertinent factors; and adjust work schedules to meet emergency conditions;
supervise subordinate employees including participation in hiring, firing, instituting disciplinary actions, conducting performance evaluations, and reviewing work of staff for accuracy and completeness;

devise and analyze recommendations concerning policies, methods, and procedures for improving productivity;
deal effectively with contractors, utility customers, City officials, industry representatives, and the general public;
present written and oral technical management reports addressing short- and long-range planning;
apply general budgeting principles and practices in order to prepare and monitor an operating and maintenance budget;
identify and resolve operational and personnel problems;
make sound administrative analyses relating to policy and management problems;
conduct ongoing and special studies, or consider those prepared by subordinate staff, relating to the Water Resources Department, in order to ensure that optimum service, increased productivity, and/or a continuous improvement process is effectively maintained;
stay current on and make appropriate policy recommendations concerning area of specialty and/or industry activities and legal issues; and
establish and maintain effective working relationships with department managers, division directors, contractors, and the general public.

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

JOB FCTN-ADM

PAY PLAN E01-E18

PAY GRADE: E14

IND-9410

SWORN-No