

CITY OF SALINA

POSITION DESCRIPTION

CLASS TITLE: Deputy Utilities Director GR: AA FLSA: EX DATE: 03/12/2020
DEPARTMENT: Utilities DIVISION: Administration
REPORTS TO: Director of Utilities APPROVED: _____ JOB CODE: 2007

GENERAL DESCRIPTION:

Under general direction, supervises staff and oversees and manages the operations of water (distribution and treatment) and wastewater (collection and treatment) systems under the direction of the Director of Utilities. Responsible for staff supervision, training, analysis, planning, budget, policies and procedures, special projects, and reporting. Works within broad policy and organizational guidelines, requiring significant interpretive judgement in variation from established guidelines and standards.

TYPICAL DUTIES:

- o Supervises staff, including recommending selection, training, assigning and evaluating work, mentoring, counseling, disciplining, and recommending termination.
- o Plans, manages, and oversees daily operations of the water and wastewater systems; including the industrial and cross connection programs.
- o Performs engineering and financial analysis, and makes recommendations based on findings/conclusions.
- o Assists with preparation of operating and capital budgets; oversees and approves expenditures; prepares financial forms and reports.
- o Handles special projects as directed by the Director of Utilities.
- o Assists with development and implementation of policies and procedures for area of responsibility; ensures compliance with same by staff.
- o Provides analysis and input on projects; handles complaints related to projects.
- o Reviews engineering submittals; monitors consultant design and construction project progress.
- o Prepares or reviews specifications and drawings for purchase of equipment, materials, and facilities improvements.
- o Maintains record system for assigned area; processes daily paperwork including reports, requisitions, and personnel information.
- o Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.
- o Attends or conducts staff, committee, and other professional meetings to exchange information, and address and resolve problems/issues.
- o Makes presentations to City Commission and other boards and commissions.
- o Serves on the City's Development Review Team (DRT).
- o Acts as Department Director in Director's absence.
- o Performs other related duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Responsible for over 50 highly technical employees located at three different locations.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- o A bachelor's degree in civil or environmental engineering from an ABET accredited university or a closely related engineering field.
- o Eight years of progressively responsible engineering experience with water and wastewater functions.
- o Four years of supervisory or administrative experience.
- o Professional Engineer License, issued by the State of Kansas, or ability to obtain registration within six months if licensed in another state.
- o Must possess a valid Kansas driver's license and a driving record that is in compliance with City requirements.

RESIDENCY REQUIREMENTS:

Must live within 40 minute response time by way of the most direct route and within the posted speed limits; or live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with employees, officials and the public. (Daily)

Speak clearly and concisely before groups. (Daily)

Effectively assign and supervise personnel. (Daily)

Effectively conduct studies and investigations. (Daily)

Effectively communicate orally and in writing. (Daily)

Exercise sound judgement in decisions and interpretations. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential data. (Daily)

Maintain and apply knowledge of current equipment, materials, policies, practices, and regulations relative to water and wastewater functions. (Daily)

Accurately interpret laws and regulations relative to water and wastewater functions. (Daily)

Prepare sound and accurate budget recommendations and maintain expenditures within budget. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 85 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Frequently perceive nature of sounds by ear

Speech: Frequently express ideas by means of spoken words

Eye/Hand/Foot Coordination: Frequently operates precision equipment requiring moderate ability

Manual Dexterity: Frequently operates precision equipment requiring moderate ability

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and outside

Cold/Heat: Controlled 90 percent of the time

Wet/Dry: Controlled 90 percent of the time

Noise/Vibrations: Equipment noise 10 percent of the time

Hazards: Limited exposure to chemicals

Fumes/Dust/Odors: Limited exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to understand and apply mathematical concepts accurately.

Ability to listen to and apply information and instructions.

Ability to organize information for concise written records.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Copy machine, telephone, computers, and vehicles.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.