

MAJOR FUNCTION

This is highly responsible senior management, administrative, and professional work directing, planning, coordinating, and managing the activities and operations of the UUPI Water or Wastewater Operations. Work involves planning, coordinating and managing the operation and maintenance of the City's water and wastewater facilities. Work is performed with considerable independent judgment and initiative in the performance of duties. Work is performed in accordance with established goals, policies and procedures under the direction of the Assistant General Manager - UUPI and is reviewed through observation, conferences, reports, regulatory compliance, and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Directs and coordinates the operations of the assigned water production or wastewater facilities consistent with the UUPI Mission, objectives and City customer services standards. Ensures operations are meeting or exceeding customer needs while ensuring compliance with all applicable federal and state rules and regulations. Plans, reviews and evaluates environmental and analytical results and reports to meet goals, compliance standards, and/or customer satisfaction measures. Continuously monitors program activities and makes adjustments to maintain compliance with policies, rules and regulations. Prepares reports on area of responsibility to demonstrate reliable efficient operations and regulatory compliance. Maintains knowledge of state, federal, and local drinking water, groundwater, wastewater, and environmental rules and regulations and keeps abreast of proposed changes that would impact departmental operations. Prepares and manages the operating budgets for assigned area of operations. Coordinates with City's Environmental Services Department on regulatory issues and permitting. Directs and monitors complex water system metering operations involving the installation, calibration, maintenance and troubleshooting of water meters; the operation of advanced information management systems for operations, metering, and SCADA areas; and system dispatch related functions including scheduling, emergency dispatching, water production capabilities, stormwater, and sewer lift stations status. Interacts with other city staff, other governmental entities, regulatory agencies and the public on assigned areas of responsibility. Coordinates with Manager - Engineering and their staff on the development of applicable master plans and capital projects, as well as addressing operational issues. Responsible for the establishment and administration of safety programs and practices to promote a safe work culture. Develops operational procedures and practices to ensure safe, reliable, and environmentally responsible operations. Continuously looks for productively improvements and emerging technologies/process for applicable area. Represents the City at technical conferences and in the community on the assigned area of responsibility. Develops, trains and/or directs the training of operational and professional staff. Recommends the selection, transfer, advancement, grievance adjustment, discipline and dismissal of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Prepares oral and written reports and serves on technical committees. Performs related work as required.

Other Important Duties

May act as the Assistant General Manager – UUPI in their absence. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of modern techniques, methods, procedures, principles, and practices of water or wastewater operations. Thorough knowledge of daily operations and requirements of water or wastewater operations. Thorough knowledge of applicable environmental and regulatory

requirements, techniques, equipment, and practices. Through knowledge of financial management issues including, budgeting (operations and capital), project accounting, utility fees, procurement activities, and cost control/tracking. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate effectively and make detailed reports, both orally and in writing. Ability to coordinate project activities with various administrative, engineering, and operating disciplines. Ability to speak effectively with groups. Demonstrates interpersonal facilitation and communication skills. Possesses management style and values that are consistent with the UUPI mission and City values. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience:

Possession of a bachelor's degree in civil engineering, environmental or water resource science or a related field, and five years of administrative and managerial experience in one or more areas associated with water or wastewater operation; or possession of a high school diploma and eight years of administrative and managerial experience in one or more areas associated with water or wastewater operation; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Possession of a valid Class E State driver's license at time of appointment.

Preference will be given to candidates with Class A Water or Class A Wastewater license.

During emergency situations, incumbents are considered essential employees and must be available to work for extended hours over periods including being away from family for extended periods.

Established: 10-18-25