

**JOB DESCRIPTION
CITY OF PELL CITY, ALABAMA**

UTILITY DEPARTMENT - WASTEWATER

UTILITY MANAGER

JOB DEFINITION

This is a responsible supervisory position utilizing assigned personnel to budget, plan, implement, and maintain the potable water distribution system and the wastewater collection/disposal system for the city. This work can be complex and involves significant accountability and decision-making responsibilities. Incumbent works under general supervision of the City Manager.

ESSENTIAL FUNCTIONS

- Supervise assigned personnel to include job assignment, safety supervision, inspection of work performed, and vehicle/equipment use and maintenance.
- Perform assigned personnel evaluations.
- Implement new construction techniques and procedures in an ever changing water distribution and wastewater collection/disposal industry.
- Plan, direct, and control natural disaster emergency response operations as determined by written policies, laws, codes, and regulations.
- Plan, develop, implement, and maintain departmental budget.
- Consult with the City Manager concerning plans and policies of potable water supply and wastewater collection/disposal operations.
- Administer departmental activities and develop internal policies and controls.
- Coordinate emergency operations with other department heads and assisting agencies.
- Develop and/or implement new jobs, projects, or functions.
- Professionally interact with and monitor contractors as required.
- Maintain effective working relationships with sources of water supply, ADEM, EPA, and other regulatory agencies to ensure a reliable, competitive, and sanitary water supply for the city, and ensure regulatory compliance.
- Maintain effective working relationships with ADEM, EPA, and other regulatory agencies to ensure an environmentally sound and legal wastewater disposal system for the city, and ensure regulatory compliance.
- Perform routine labor and work nonstandard hours as required.
- Present and maintain the highest ethical standards.
- Good organization and filing procedures.
- Communicate with Revenue Department on regular basis regarding water usage trends and water loss.
- Coordinate monthly disconnect activities with Revenue Supervisor.
- Perform all other job related tasks and duties as assigned by the City Manager.
- Ability to effectively represent the city in the role of Utility Department Manager responsible for all potable water distribution and wastewater collection/disposal.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of the principles, practices, methods, and equipment employed in modern municipal water distribution systems and wastewater collection/disposal systems.
- Extensive knowledge of federal, state, city, and departmental laws, regulations, policies, and procedures regarding potable water distribution construction and supply.
- Extensive knowledge of federal, state, city, and departmental laws, regulations, policies, and procedures regarding wastewater collection/disposal.

KNOWLEDGE, SKILLS, AND ABILITIES (Continued)

- Extensive knowledge of the governmental systems of departmental budgeting and the ability to develop, submit, and maintain an annual budget for Utility Department operations.
- Ability to manage departmental activities and develop departmental goals and plans.
- Ability to plan, organize, assign, direct, and evaluate the work of subordinates.
- Ability to analyze and evaluate situations under extreme duress and direct effective courses of action.
- Ability to manage personnel; maintain discipline; accept lines of authority; promote harmony; and cooperate with other officials.
- Ability to effectively represent the city in the role of Utility Department Manager responsible for all potable water distribution and wastewater collection/disposal.

QUALIFICATIONS

- Be a graduate of an accredited high school or hold a certificate of high school equivalency (GED).
- Must have a minimum of ten (10) years of supervisory experience in the operation, maintenance, and repair of municipal water distribution system or sewer.
- Prefer State of Alabama Grade II Water Treatment Operator and Wastewater Grade III Operator certification or obtain within three (3) years from date of hire.
- Possess a valid Alabama driver's license and a driving record suitable for insurability or obtain within 60 days from date of hire.
- Must possess computer skills necessary to perform the essential functions of the position.
- Must be willing to travel over-night to attend continuing education courses and workshops.
- Must be physically able to perform the essential functions of the position.
- Must be willing to work non-standard hours as required.