



Job Title: Water/Wastewater Director
Department: Water / Wastewater
FLSA Status: Exempt, Salaried, Full Time
Revised Date: 5/17/2022 (Council Approval)

Accountability

Under the direction of the City Administrator.

Job Summary

Performs administrative and technical work in the supervision, operation, maintenance, improvement of and technical control of the sewer collection system, lift stations, wastewater treatment plant, bio solids application, well fields, transmission mains, Reverse Osmosis (RO) treatment plant, water towers, water distribution system, fire system, and water metering system.

Essential Job Functions

Plans, assigns, and coordinates subordinate personnel involved in all phases of operating and maintaining the water system, municipal pool system, and wastewater facility and sewer system; understands and advises subordinates on operational requirements to operate all water and wastewater facilities; develops and monitors employee technical skills and proficiency training and safety programs, and ensures staff possesses required compliance with certifications/permits to operate the water and wastewater facility, including filing and the recording of data; monitors and evaluates employee performance; coordinates projects with other City departments, government agencies, engineers and hired City contractors; resolves client and general public complaints; maintains compliance with local, state, and federal regulations, including submission of reports; manages and participates in the development and administration of the department budget and Capital Improvement Program (CIP); forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; coordinates start up and shut down of Municipal Swimming Pool operations and repairs; represents the City at various meetings, conferences, seminars, and classes; performs related work as required.

Additional Duties and Responsibilities

Operates the SCADA system; performs additional support for other City departments as requested.

Knowledge, Abilities and Skills

Thorough knowledge and experience of operations control in both the Water and Wastewater field for operational control, as well as maintenance repairs and design; thorough understanding of the sanitary collection system, water distribution system, pumping stations, preventative maintenance of systems, well field operations, chemical injection, water treatment, wastewater treatment, lab/sampling requirements, record keeping, state/federal regulations, necessary safety precautions for operations and personnel; thorough knowledge of computers and computer applications for process control; good oral and written communication skills to effectively communicate on a daily basis with the public, employees, and other City departments; high degree of organization skills to effectively administer departmental objectives; general understanding of accounting, budget, and cost analysis process; thorough knowledge of equipment, vehicles, material, policies, practices, and regulations related to systems operation; ability to plan, coordinate, assign, delegate, supervise, manage, and evaluate the work of subordinate personnel; ability to mentor, coach and discipline employees in coordination with the HR Director; ability to establish and maintain effective working relationships with City officials, employees, contractors, and the general public. Ability to work in adverse-weather conditions while performing necessary services; ability to lift up to 50 lbs.; carries, pushes and pulls a variety of tools, equipment and materials; ability to stand, walk, climb, balance, stoop, kneel, sit, reach, bend, crouch for varying periods of time; works in areas of strong and sometimes offensive odors; works evenings/weekends as needed.

Education and Experience

Graduation from high school or equivalent. Considerable experience—at least five (5) years total, including at least two (2) years in a supervisory role—in the management of wastewater treatment systems, and water treatment systems, water distribution systems, sewer collection systems, system maintenance, or any combination of training and experience which provides the desirable skills, knowledge, and abilities to supervise and delegate tasks for all operations; or Bachelor's Degree from an accredited four-year college or university with major course work related to water and wastewater treatment, environmental, or sanitary engineering with at least one (1) year of related work experience; or any equivalent combination of training and experience which provides the desirable skills, knowledge, and abilities deemed to be sufficient for the position.

Special Requirements

Possession of a valid driver's license; possession of a Nebraska Class IV Wastewater Treatment Plant Operator Certification or the ability to obtain such certification within the first twelve (12) months of appointment and meet the standards of the Association of Boards of Certification Education and Experience Requirement. Possession of a Nebraska Class II Water Plant Operator Certification or equivalent or the ability to obtain such certification within the first twelve (12) months of appointment; must live within 30-minute response time to City limits.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*