



WATER & SEWER DIRECTOR

WATER & SEWER

DEFINITION

Under administrative direction of the Public Works Director, performs technical and supervisory work in directing the activities of water production, treatment and distribution and the sewage collection system. Also assists engineering in the development of plans and specifications for the design of water distribution and sewer collection extensions.

ESSENTIAL JOB FUNCTIONS

- Organizes and directs staff in the operation of two water plants, water distribution and sewer collection systems.
- Assists and directs the Water Plant Supervisor and Water Shop Supervisor in all aspects of the Water Treatment Plants, Water Distribution and Sewer Collection systems.
- Supervises the construction of water and sewer systems.
- Prepares correspondence and reports including the DEE permits, water samples to Department of Health, hydrant improvements and maintenance records.
- Prepares employee evaluations.
- Participates in the hiring process for hiring personnel and providing initial training and orientation for new hires.
- Reviews overall distribution efficiency of water distribution and sewer collection systems.
- Oversees the mapping of lines and maintenance records of all system repairs.
- Inspects system's connections installed by contractors.
- Resolves problems and complaints from contractors and customers.
- Assists and directs staff in locating water and sewer utilities for contractors.
- Receives and reviews complaints from the general public concerning water problems and concerns; implements necessary actions to attempt to remedy the complaint;
- Oversees any activities to improve water quality which involves distribution lines.
- Assists in answering calls involving complex calls from customers and contractors.
- Attends staff meetings, seminars and conferences related to water treatment for public use.
- Prepares budgets as needed for the Water and Sewer Divisions.
- Other duties as assigned.

Knowledge of:

- Principles and practices of supervision, training and personnel management.
- Budgeting procedures and techniques.
- Principles and practices of water treatment, water distribution and sewer collection systems.
- Methods and techniques of formal bid preparation on major items of purchase.
- Modern office procedures, methods, equipment and computer software.
- Hazards and the applicable safety rules and precautions for assigned areas.
- Purposes and uses of variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic and hydraulic equipment.
- Pertinent Federal, State and local ordinances codes and regulations.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to:

- Organize, implement and direct a comprehensive water treatment distribution and sewer collection system.
- Develop cost estimates for supplies and equipment.
- Supervise, train and evaluate assigned staff.
- Prepare and administer a budget.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations
- Operate a variety of equipment and tools relevant to responsibilities.
- Respond to request and inquiries from City staff and the general public.
- Read and interpret maps, plans and specifications.
- Establish and maintain effective working relationship with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

TRAINING, EDUCATION, EXPERIENCE AND QUALIFICATIONS

Any combination of education and experience equivalent to completion of two years of college-level course work and progressively responsible experience in operation of water treatment and maintenance of distribution lines and supervisory experience. Must have a current Grade I Water Operator's Certificate. Must have a valid Nebraska Driver's License.

JOB LOCATIONS

West Water Treatment Plant
300 South 49th Street

Water Service
1111 S 9th Street

East Water Treatment Plant
111 South 1st Street

EQUIPMENT

Service truck, water plant equipment, locators, pipe tracers, hand and power tools, computer, telephone, calculator, two-way radio and other related equipment.

PHYSICAL REQUIREMENTS

Key: N= Never O = Occasionally F = Frequently A= Always

	N	O	F	A
LIFTING		X	X	
TRANSPORTING		X		
PUSHING		X		
PULLING		X		
CLIMBING		X		
BALANCING		X		
STOOPING		X		
KNEELING		X		
CROUCHING		X		
REACHING		X		
HANDLING		X		
FINGERING			X	
FEELING				X
TALKING				X

HEARING				X
NEAR ACUITY		X		
FAR ACUITY		X		
DEPTH PERCEPTION		X		
COLOR VISION		X		
FIELD OF VISION		X		
TASTING/SMELLING		X		

ENVIRONMENTAL CONDITIONS

	N	O	F	A
EXPOSURE TO WEATHER			X	
EXTREME COLD			X	
EXTREME HEAT			X	
WET AND/OR HUMID			X	
NOISE INTENSITY LEVEL		X		
VIBRATION		X		
ATMOSPHERIC CONDITIONS		X		
MOVING MECHANICAL PARTS		X		
ELECTRIC SHOCK		X		
HIGH EXPOSED PLACES		X		
RADIATION	X			
EXPLOSIVES	X			
TOXIC/CAUSTIC CHEMICALS		X		

POSITION:

STANDING: 30%
WALKING: 40%
SITTING: 30%

CONTROLS:

HAND-ARM: 50%
FOOT-LEG: 50%

STRENGTH LEVEL: 60-75 pounds