

**CITY OF PRIEST RIVER
PUBLIC WORKS DEPARTMENT**

JOB DESCRIPTION

JOB TITLE: DIRECTOR OF UTILITY OPERATIONS
REVIEW DATE: 08/31/2023

GENERAL STATEMENT OF DUTIES

The primary function of this employee is to ensure the successful operation and maintenance of the City's Water Treatment Plant and Wastewater Treatment Plant.

CLASSIFICATION SUMMARY

This is a managerial class position requiring substantial knowledge of regulations and procedures affecting water treatment and distribution, and wastewater collection and treatment. This position directly exercises supervision over the work of the Treatment Plant Operators. This position reports to and receives general direction from the Mayor.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides work direction and scheduling for other Treatment Plant Operators, makes visual inspections of plant operations, ensuring that operational problems have been located and corrected.
- Evaluates work methods, procedures, staff, and equipment and recommends improvements, procedures, and methods to improve efficiency and process capabilities.
- Plans, schedules, and implements required routine, preventative and emergency maintenance and repairs.
- Oversees sample collections and is responsible for in-house laboratory activities as well as coordinates and sends out a variety of samples for laboratory tests to comply with appropriate regulatory requirements and to ensure water quality.
- Maintains operations records and inspection and logs; updates information for reports; analyzes records and reports to optimize efficiency and effectiveness.
- Determines priorities, establishes goals and objectives, and develops policies and procedures for the department.
- Monitors projects and provides technical assistance at the treatment plants.
- Maintains compliance with regulatory permits.
- Works with the City Clerk/Treasurer's office to prepare the Water and Wastewater budget recommendations for the Mayor and City Council and tracks budgetary spending throughout the year.
- Prepares and submits reports to Federal, State, County, and local agencies.
- Supervises, evaluates, disciplines, mentors, and trains employees with the concurrence of the Mayor and City Clerk.
- Identifies, develops, and conducts safety and prevention training of employees in response to regulatory compliance and to maximize process efficiency, operations, service, and quality.

- Coordinates with the Public Works Department for all water and wastewater main projects and repairs.
- Promotes and maintains cooperative working relationships with City Staff, community leaders, and elected officials.
- Responds to problems and emergencies, occasionally after hours, on weekends, and on holidays.
- Performs all work duties and activities in accordance with City and Department policies, procedures, and safety practices.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern methods, practices, materials, and equipment used in the construction, operation, and/or maintenance and repair of water treatment plants and distribution mains, and wastewater treatment plants and collection mains.
- Wastewater treatment processes.
- Water treatment processes.
- Federal, state, City, and other applicable environmental and safety statutes, ordinances, and codes.
- Supervision, management, and leadership principles and practices.
- Municipal budgeting practices and procedures.
- The City Municipal Code.
- Effective communication skills.
- Applicable personnel policies and regulations.
- Standard office equipment, computer terminal operation and related software.

Ability to:

- Establish and maintain effective working relationships with the City Clerk, Mayor and City Council, Department Supervisors, Employees, and the Public.
- Lead employees by example.
- Effectively represent the City in meetings with Federal, State and local jurisdiction officials.
- Plan, organize, direct and supervise the work of subordinates.
- Schedule and prioritize work orders and organize resources, including staff, materials, and equipment needs.
- Interpret laws, ordinances, and regulations related to water treatment and distribution and wastewater collection and treatment.
- Coordinate work performed by contractors between necessary public entities and City personnel.
- Compile reports and interpret analytical data.
- Follow oral and written instructions.
- Communicate effectively both verbally and in writing.
- Maintain detailed and accurate records of work performed.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

Skilled in:

- Maintaining a high degree of accuracy and reliability in all phases of job performance.
- Handling multiple tasks concurrently.

ACCEPTABLE EDUCATION AND EXPERIENCE

- High school diploma or GED equivalency is required.
- Possession of a valid Idaho Class II or higher Drinking Water Distribution Operator's license.
- Possession of a valid Idaho Class II or higher Drinking Water Treatment Operator's license.
- Possession of a valid Idaho Class II or higher Wastewater Collection Operator's license.
- Possession of a valid Idaho Class II or higher Wastewater Treatment Operator's license.
- Five (5) or more years of experience operating and maintaining water and wastewater treatment and related facilities.
- Previous work experience in a lead or supervisory capacity desirable.
- Possession of a valid Idaho Driver's License and a driving record acceptable to the City insurance carrier.
- Possession of a valid Idaho Commercial Driver's License, Class B with a Tanker endorsement within 180 days of employment.

NECESSARY SPECIAL REQUIREMENTS

- City-paid pre-employment drug screening; and
- Participation in the City drug/alcohol-testing program; and
- Be willing to work weekends and holidays as necessary.

ESSENTIAL PHYSICAL DEMANDS

- Operates City vehicles and equipment.
- Stands and walks for extended periods of time.
- Must be able to frequently carry, push, pull, reach, and lift equipment and parts weighing up to 75 pounds.
- Frequently stoops, kneels, crouches, crawls, and climbs throughout the course of the day.
- Walks, stands, and crouches on narrow, slippery, or erratically moving surfaces, or uneven terrain.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Works in confined spaces, at heights (such as ladders or on a tank), and around raw sewage.

- Exposure to various vapors and/or airborne particles from powder or liquid chemicals, strong fumes, and unpleasant odors.
- Exposure to loud sounds from equipment.
- Communicates orally with City staff in face-to-face, one-on-one, and group settings.
- Utilizes cellular telephones to communicate.
- Uses office equipment such as computer, copier, scanner, and fax machine.
- Hearing and vision within normal ranges with or without correction.

This position is FLSA exempt.

The City of Priest River is an Equal Opportunity Employer.