

**MAJOR FUNCTION**

This is highly responsible administrative and professional work directing, planning, coordinating, and managing the activities and operations of the Water Operations Section, Water Resources Engineering Division. Work involves coordinating and managing drinking water quality and water and wastewater environmental issues essential to compliance with applicable standards and regulatory bodies with which the Underground Utilities and Public Infrastructure Department must comply. Work also includes cooperating with other city departments, county and state agencies involving environmental issues, concerns and projects. The incumbent is expected to exercise 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 Manager–Water Resources Division, Underground Utilities and Public Infrastructure and is reviewed through observation, conferences, reports, and by results obtained.

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

Directs and coordinates the operations of the water production and remote water monitoring (SCADA) areas to meet customer satisfaction and to be in compliance with federal and state rules and regulations. Plans, directs, and coordinates the staff, operations and activities of aquifer protection, wastewater pretreatment, systems dispatchers, backflow prevention and the analytical testing laboratory. Plans, reviews and evaluates environmental and analytical results and reports to meet departmental goals, compliance standards and/or customer satisfaction measures. Continuously monitors program activities and makes adjustments to maintain compliance with policies, rules and regulations. Maintains knowledge of state, federal, and local drinking water, groundwater and wastewater rules and regulations and keeps abreast of proposed changes that would impact departmental operations. Prepares and manages the water quality budget and is responsible for all phases of the operating budget and capital improvement plan. Directs and monitors complex laboratory analysis and research involving the detection and quantification of trace amounts of heavy metals, organic pollutants, and microbiological contaminants in drinking water, wastewater, stormwater and groundwater. Manages the laboratory quality assurance program required for state laboratory certification. Directs and coordinates operation of advanced information management systems for laboratory and SCADA areas. Directs and monitors system dispatch related functions including well scheduling, emergency dispatching, water production capabilities, and lift station and gas transmission status. Trains and/or directs the training of operational and professional staff. Recommends the hire, 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**

Serves as technical liaison for environmental issues involving departments, divisions, public, county, city, state and federal legislative bodies. Researches and reviews technical literature, journals and books and incorporates applicable findings into departmental operations. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of chemical, biological, and ecological issues, rules and regulations, as are applicable to water, wastewater and the environment. Knowledge of management principles and skills. Thorough knowledge of environmental pollution control methods, techniques, equipment and

practices. Thorough knowledge of the principles, methods and techniques of conducting field investigations. Thorough knowledge of hazards and safety precautions required in using chemical reagents. 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 make detailed oral and written reports and communicate effectively, orally and in writing. Ability to coordinate project activities with various administrative, engineering, and operating disciplines. Ability to speak effectively with groups. Demonstrate interpersonal facilitation and communication skills. 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 chemistry, biochemistry, environmental science or related field, and five years of administrative and managerial experience that includes water and/or wastewater monitoring, or environmental analysis; or an equivalent combination of training and experience. Three 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

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