



CITY OF OBETZ

An Equal Opportunity Employer

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WATER OPERATOR / UTILITIES MANAGER

| | | | |
|---------------------------|-----------|-----------------------|-----------------------------|
| Employee Name: | | Dept./Div.: | Public Works / Utilities |
| Employment Status: | Full-time | Reports to: | Public Works Superintendent |
| FLSA Status; Pay: | Exempt | Civil Service: | Unclassified |

GENERAL DESCRIPTION:

The Water Operator / Utilities Manager is responsible for managing, organizing, directing, supervising, and accepting accountability for the Utilities Division. They are also the Obetz Water Systems operator of record and must perform all OEPA requirements to maintain compliance with OEPA. They define, plan, implement, and maintain utility programs for the division; and, develop appropriate policies and procedures to guide subordinates in carrying out the work and tasks. They are accountable for the effectiveness of the public services of the division, for its fiscal and ethical integrity, and for the public service values reflected in the conduct of personnel.

QUALIFICATIONS:

Proven ability in oral and written communications.

Ability to establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders, and the public in general.

Bachelor's Degree or equivalent combination of education and at least six years of experience in the field of public works.

OEPA Class II Water Supply Operator (required)

OEPA Class III Water Supply Operator (preferred)

Backflow Prevention Certification (preferred)

LICENSURE OR CERTIFICATION REQUIREMENTS:

A valid driver's license. Valid Commercial Driver's License (CDL), Class A (preferred) or the ability to obtain license within six months of appointment.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Motor vehicle, mobile phone, personal computer, computer software, printer, copy machine, fax machine, and other standard business office equipment. Potential to operate small utility vehicles, heavy machinery equipment, skid steer, backhoe, bulldozer, excavator(mini), commercial mowers, tractors, large trucks, etc.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in treatment plant environment (e.g., acid, chlorine, phosphate, brine etc.); may be required to lift, carry, push or pull 50 lbs. or more. Also has potential exposure to hazardous materials related to equipment and grounds maintenance.



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ESSENTIAL FUNCTIONS OF THE POSITION:

Obey and promptly execute all orders of the City Administrator and Public Work Superintendent.

1) Carries out managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees (after advising with Public Works Superintendent); coordinating, developing and approving staff training; approving leave requests; and addressing complaints and resolving problems.

2) Assists in the annual budget, including: reviewing budget expenditures and requesting revisions to meet operational needs; reviewing budget requests and making decisions on organizing projects to remain within budget; and consulting with financial staff regarding budget matters.

3) Responds to inquiries or complaints from citizens and others by phone, email or written correspondence; refers routine matters to subordinate staff or appropriate departments and follows up to determine satisfaction; handles critical/important issues.

4) Manages and oversees various division projects and contracts including but not limited to the implementation of unfunded federal and state mandates.

5) Manages the work of field staff, and contractors, for the operation and maintenance of the City's Utilities; water, wastewater, and storm sewer.

6) Inspects the condition of water, storm, and sewer system infrastructure and related improvements; determines needed repairs and maintenance, materials required and assigns work to field staff.

7) Oversees crews for conformance to established procedures and enforcement of safety regulations.

8) Oversees all maintenance and operational aspects of the water plant and water distribution system including: water meters, water mains, water booster stations, sanitary system, sanitary lift stations, manholes, sanitary sewer pipes, storm sewer system, catch basins, and storm sewer pipes.

9) Utilize and update ArcGIS, Cityworks, and other asset and work management programs with the Engineering Department.

10) Be involved with special event planning and operations.

11) Required to take emergency calls as needed and be in the on-call rotation and weekend duties.

12) Prepare all reports for the water distribution system as required by local, state, and federal laws.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)



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Knowledge of: Modern management principles and practices; Labor relations management; Safety standards and the safe operation of equipment; Administration of division and activities, either directly or through subordinate supervision; All computer applications and hardware related to performance of the essential functions of the job; Budget development policies and procedures; Department organization, standard operating guidelines and policies, rules, and regulations; Public works construction practices, methods and procedures preferred; City property surveys, plats, acquisitions and disposal of properties and vacation of easements as required, preferred; Municipal government structure and processes; All applicable state, federal and local ordinances, laws, rules and regulations.

Ability to: prepare clear, concise reports and studies; establish and maintain effective working relationships with other Department & Division Directors, Managers, and employees; establish and maintain effective working relationships with government officials, civic and community organizations, and the general public; perform light lifting (objects weighing up to 50 lbs. or more); work in a fast-paced, deadline-driven environment; exchange information with co-workers and citizens through use of email system, the telephone, and in-person interactions; work in all types of weather conditions during normal work, events, and observances.

POSITIONS DIRECTLY SUPERVISED:

Utilities Technicians

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

DATE: _____

PERSONAL INFORMATION

NAME: _____ SSN: _____
LAST FIRST MIDDLE

ADDRESS: _____
STREET CITY STATE ZIP

ARE YOU 18 YEARS OR OLDER? YES NO PHONE NO: _____ APARTMENT NO: _____

EMERGENCY CONTACT: _____
NAME ADDRESS PHONE NO

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? YES

EMPLOYMENT DESIRED

POSITION: _____ DATE YOU CAN START: _____ SALARY DESIRED: _____

ARE YOU EMPLOYED NOW? _____ IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

EVER APPLIED TO THIS COMPANY BEFORE? _____ WHERE? _____ WHEN? _____

EVER WORKED FOR THIS COMPANY BEFORE? _____ WHERE? _____ WHEN? _____

REASON FOR LEAVING: _____

NAME OF LAST SUPERVISOR AT THIS COMPANY: _____

WHO REFERRED YOU TO THIS COMPANY? EMPLOYMENT AGENCY NEWSPAPER ADVERTISEMENT OTHER
 STATE EMPLOYMENT OFFICE COLLEGE PLACEMENT SERVICE WALKED IN FRIEND

EDUCATION

| SCHOOL LEVEL | NAME AND LOCATION OF SCHOOL | *NO. OF YEARS ATTENDED | *DID YOU GRADUATE? | SUBJECTS STUDIED |
|---|-----------------------------|------------------------|--------------------|------------------|
| GRAMMAR SCHOOL | | | | |
| HIGH SCHOOL | | | | |
| COLLEGE | | | | |
| TRADE BUSINESS OR CORRESPONDENCE SCHOOL | | | | |

SUBJECT OF SPECIAL STUDY OR RESEARCH: _____

SPECIAL TRAINING: _____

SPECIAL SKILLS: _____

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST)

NAME AND ADDRESS OF PRESENT EMPLOYER: _____

STARTING DATE: _____ LEAVING DATE: _____
MONTH YEAR MONTH YEAR

WEEKLY STARTING SALARY: _____ WEEKLY FINAL SALARY: _____

JOB TITLE: _____ MAY WE CONTACT YOUR SUPERVISOR? _____

NAME AND TITLE OF SUPERVISOR: _____ PHONE NO: _____

DESCRIPTION OF WORK: _____ REASON FOR LEAVING: _____

NAME AND ADDRESS OF PRESENT EMPLOYER: _____

STARTING DATE: _____ LEAVING DATE: _____
MONTH YEAR MONTH YEAR

WEEKLY STARTING SALARY: _____ WEEKLY FINAL SALARY: _____

JOB TITLE: _____ MAY WE CONTACT YOUR SUPERVISOR? _____

NAME AND TITLE OF SUPERVISOR: _____ PHONE NO: _____

DESCRIPTION OF WORK: _____ REASON FOR LEAVING: _____

NAME AND ADDRESS OF PRESENT EMPLOYER: _____

STARTING DATE: _____ LEAVING DATE: _____
MONTH YEAR MONTH YEAR

WEEKLY STARTING SALARY: _____ WEEKLY FINAL SALARY: _____

JOB TITLE: _____ MAY WE CONTACT YOUR SUPERVISOR? _____

NAME AND TITLE OF SUPERVISOR: _____ PHONE NO: _____

DESCRIPTION OF WORK: _____ REASON FOR LEAVING: _____

REFERENCES (GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST A YEAR)

| NAME | ADDRESS | BUSINESS | YEARS ACQUAINTED |
|------|---------|----------|------------------|
| | | | |
| | | | |
| | | | |

SERVICE RECORD

BRANCH OF SERVICE: _____ DISCHARGE DATE RANK: _____

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES: _____ DATE OBLIGATION ENDS: _____

SPECIAL QUESTIONS

DO NOT ANSWER ANY OF THESE QUESTIONS IN THIS FRAMED AREA UNLESS THE EMPLOYER HAS CHECKED A BOX PROCEEDING A QUESTION. THEREBY INDICATING THAT THE INFORMATION REQUIRED FOR A BONA FIDE OCCUPATIONAL QUALIFICATION, OR DICTATED BY NATIONAL SECURITY LAWS, OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS.

HEIGHT _____ FEET _____ INCHES ARE YOU A U.S. CITIZEN? _____ YES _____ NO

ARE YOU ABLE TO PERFORM EACH OF THE FOLLOWING JOB FUNCTIONS WITH OR WITHOUT AN ACCOMODATION?

■ JOB FUNCTION 1: _____ YES _____ NO

IF YOU CAN PERFORM THE FUNCTION WITH AN ACCOMMODATION, EMPLAIN HOW YOU WILL PERFORM THE TASKS, AND WHAT ACCOMMODATION? _____

■ JOB FUNCTION 2: _____ YES _____ NO

IF YOU CAN PERFORM THE FUNCTION WITH AN ACCOMIDATION, EMPLAIN HOW YOU WILL PERFROM THE TASKS, AND WHAT ACCOMIDATION? _____

WERE YOU EVER SERIOUSLY INJURED? _____ YES _____ NO GIVE DETAILS _____

WHAT FOREIGN LANGUAGES DO YOU SPEAK FLUENTLY? _____ READ _____ WRITE

HAVE YOU BEEN CONVICTED OF A FELONY OR MISDOMEANOR WITHIN THE LAST 5 YEARS?

_____ YES _____ NO DESCRIBE _____

I UNDERSTAND AND AGREE THAT I MAY BE REQUIRED TO TAKE ONE OR MORE PHYSICAL EXAMINATION: LIE DETECTOR TEST(S) AS A CONDITION OF HIRING OR CONTINUED EMPLOYMENT. I AGREE TO CONSENT TO TAKE SUCH TEST(S) AT SUCH TIME AS DESIGNATED BY THE COMPANY AND TO RELEASE THE COMPANY, ITS DIRECTORS, OFFICERS, AGENTS OR EMPLOYEES FROM ANY CLAIM ARISING IN CONNECTION WITH THE USE OF SUCH TEST(S) _____ YES _____ NO

I HAVE BEEN ADVISED THAT LIE DETECTOR TESTS, AS A CONDITION OF HIRING OR CONTINUED EMPLOYMENT ARE PROHIBITED BY LAW.

*YOU WILL NOT BE DENIED EMPLOYMENT SOLELY BECAUSE OF A CONVICTION RECORD, UNLESS THE OFFENSE IS RELATED TO THE JOB FOR WHICH YOU HAVE APPLIED.

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITION OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN ITS PRESIDNET, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

DATE: _____ SIGNATURE _____

DO NOT WRITE ON THIS PAGE

FOR INTERVIEWER'S USE



INTERVIEWED BY: _____ DATE: _____

| | | | |
|-------------|--|-----------|--|
| NEATNESS | | CHARACTER | |
| PERSONALITY | | ABILITY | |



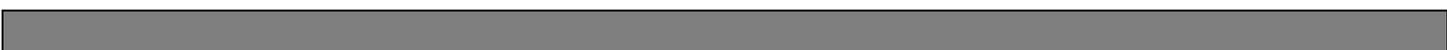
INTERVIEWED BY: _____ DATE: _____

| | | | |
|-------------|--|-----------|--|
| NEATNESS | | CHARACTER | |
| PERSONALITY | | ABILITY | |



INTERVIEWED BY: _____ DATE: _____

| | | | |
|-------------|--|-----------|--|
| NEATNESS | | CHARACTER | |
| PERSONALITY | | ABILITY | |



HIRED: _____ FOR DEPT: _____ POSITION: _____

SALARY WAGES: _____ WILL REPORT: _____

APPROVED: 1. _____
EMPLOYMENT MANAGER DATE

APPROVED: 2. _____
DEPARTMENT MANAGER DATE

APPROVED: 3. _____
GENERAL MANAGER DATE