Utility Management Support (UMS) Manager

Class Code: 54717

Bargaining Unit: Non-Bargaining (Prof Support)
MONTGOMERY COUNTY
Established Date: May 5, 2021
Revision Date: May 5, 2021

SALARY RANGE

$37.10 - $45.46 Hourly
$77,168.00 - $94,556.80 Annually

CLASS CONCEPT:

This position serves as Environmental Service's primary lead for department-wide Asset Management Program, GIS, SCADA systems, and other general operations and support that are linked to County central services departments, such as (Purchasing, IT, Fleet, Facilities and Office of Strategic Initiatives).

SUMMARY OF JOB DUTIES:

The Utility Support Manager acts as Environmental Service's primary lead for our department-wide Asset Management Program, GIS, SCADA systems, and other general operations support that are linked to County central services departments, such as (Purchasing, IT, Fleet, Facilities and Office of Strategic Initiatives).
This position reports to the Director of Environmental Services and works closely with the Assistant Directors on aligning the operational goals with the long-term strategic business goals, and supports the operations by representing the department on all central services' coordination of projects, purchases, contracts, and vendors, and manages issues as they arise. Manages projects, performs research, prepares reports and analysis on topics impacting the department's operations and service to customers.
This position will manage a group of 10-15 FTEs and resources responsible for Asset Management, GIS, SCADA, and other utility operation support staff. Environmental Services owns several technology applications that this position will be responsible for, including our ESRI GIS platform, SCADA systems, predictive models, and other operational systems. Accountable for translating internal operations objectives into specific quality and effectiveness outcomes in the areas of policy, programs, and service delivery, though effective utilization of MCES's resources.
This manager will govern, continually improve, and manage MCES's Asset Management, GIS, and SCADA Programs, continue to identify new technologies and implement efficiencies using

sound asset management principles and best industry practices in the department.
This manager acts as primary lead in general utility operations support that are linked to county central services departments, such as (Purchasing, IT, Fleet, Facilities and Office of Strategic Initiatives). Identifies resource requirements and performance data for the department-wide programs and activities to support budget preparation. Oversees the Asset Management, GIS, SCADA Governance Committees and provides recommendations for committee consideration and decision-making. Oversees and coordinates work associated with research to improve asset management practices and new technology applicable to the business processes of the department. Prepares and monitors the UMS, Fleet, and Facilities budget.

(Performs Related Duties as Required)

MINIMUM QUALIFICATIONS:

Bachelor's degree with major course work in business/public administration, engineering, planning, environmental or computer science, public utility management, or related field, six (6) or more years of related utility planning and/or work experience related to budget preparation and management, ESRI GIS platforms, SCADA systems, data analysis required, including three (3) years supervisory or project management experience.

Experience in water / wastewater utility or solid waste is preferred. Lean six-sigma preferred. PMP certification preferred. Previous experience with local, county, or state planning work is desired. Additional education or experience may substitute for the recruiting requirements. Must have valid driver's license with acceptable driving record.

SUPPLEMENTAL INFORMATION:

Training and Development:
Must maintain Ohio PE OR 2. Obtain both Ohio Class II Water distribution or Water Supply and Ohio Class II Wastewater collection certification within 3 years of hire and maintain EPA certifications through continuing education process.

MAJOR WORKER CHARACTERISTICS:

Knowledge of: (major maintenance and construction principles and techniques systems of water and water collections), 1 (budgeting), 4 (accounting) 5 (management), 6 (labor relations), 7 (manpower planning), 8 (employee training and development), 9b (supervision--direct), 10 (OSHA safety practices),* 11a (public relations), 11b (human relations), 13 (office practices and procedures),*14 (government structure and process),* 15(counseling), 16 (interviewing), 18

(engineering--civil, sanitary), 23 (law—applicable regulatory requirements, standard federal guidelines pertaining to water operations and wastewater collections; regulatory requirements/construction contracts)* Skill in: 29 (equipment operation specify—personal computer, associated software, motor vehicle) Ability to 30k(understand practical field of study (e.g., water services / sanitary engineering), 30l (define problems, collect data, establish facts & draw valid conclusions), 30m (interpret extensive variety of technical material in books, journals & manuals), 30o (understand somewhat abstract field of study (e.g., physics, chemistry, math), 30p (deal with non-verbal symbols in formulas, equations or graphs), 30r (deal with many variables & determine specific action (e.g., research, production), 31f (use geometry & trigonometry), 31g (use statistical analysis), 31h (use calculus), 32j (maintain accurate records), 32o (prepare meaningful, concise & accurate reports), 32p (proofread technical materials, recognize errors & make corrections), 32q (use proper research methods in gathering data), 32r (prepare & deliver speeches before specialized audiences & general public), 32t (write instructions & specifications concerning proper use of machinery), 32u (develop complex reports & position papers), 34c (cooperate with coworkers on group projects), 34f (handle sensitive inquiries from & contacts with officials & general public),

UNUSUAL WORKING CONDITIONS:

Exposed to weather condition, vehicle traffic, dust, dirt, mud, noise, equipment and confined space.