

The City of Wooster
Job Description
An Equal Opportunity Employer

JOB TITLE:	Utilities Manager	CLASSIFICATION:	Unclassified
DIVISION:	Water Production, Water Pollution Control, D&C	FLSA STATUS:	Exempt
DEPARTMENT:	Public Works	PAY SCHEDULE:	Management
POSITION CONTROL:	41WPCMGR	PAY GRADE:	11
REPORTS TO:	Director of Administration	PAY RANGE MINIMUM:	\$ 81,725
SUPERVISES:	Water Production/Water Pollution Control and D&C Staff	PAY RANGE MAXIMUM:	\$ 129,735

Job Summary

The Utilities Manager is responsible for the operation and maintenance of the Water Pollution Control, Water Production, and Distribution and Collection in accordance with State, Federal, and E.P.A.

Essential Job Functions and their Measure

1. Responsible for the continuous operation and maintenance of the Water Pollution Control Plant, Water Treatment Plant, and Distribution and Collection.
 - a. Develop administrative and program standards for the various activities of the Water Pollution Control, Water Production Plants, and Distribution and Collection
 - b. Coordinate the activities of the plants with other City departments and other public and private agencies
 - c. Develop and conduct programs, goals and training courses for each of the various activities of the plants
 - d. Purchase equipment, materials and supplies as needed and in compliance with the budget
 - e. Prepare work schedules and payroll for all personnel
 - f. Instruct operating personnel in all phases of water, wastewater treatment and the D&C process
 - g. Prepare and submit the annual budget for all three divisions
 - h. Perform other projects and duties as assigned
2. Responsible for effective verbal, written and electronic communication
 - a. Communicates status of workload to Director of Administration
 - b. Complete all reports and records as required
 - c. Writes legibly, maintains accurate information, and uses proper spelling, grammar
 - d. Communicates information accurately and timely
3. Demonstrates compliance with the City of Wooster safety rules
 - a. Makes regular and routine safety inspections of divisions
 - b. Develops safety programs and training for all personnel to ensures all safety training is in compliance with state, federal, PERRP and E.P.A. standards including completed and documented
 - c. Actively works to maintain a safe physical environment for self, coworkers and the public
 - d. Utilizes appropriate protective devices as needed
4. Demonstrates commitment to further education and process improvement
 - a. Attends various seminars, conferences, classes or schools to remain educated and informed of new industry standards/information
 - b. Continuously develops skills/training necessary to achieve essential functions and perform all duties at an advanced level
 - c. Serves in various committee(s)
 - d. Shares knowledge with plant staff as needed

Qualifications:

The following qualifications or equivalents are the minimum requirements necessary to perform the essential functions of this job.

Education and Formal Training and Work Experience

• **One of the follow is required:**

- a. Associates Degree in environmental science, treatment technology, engineering or related degree, AND possession of dual Class 3 or higher licenses in Water Supply and Wastewater Treatment issued by the Ohio EPA;
 - b. Licensed Profession Engineer (PE) with a minimum of 5 years experience with Water/Wastewater;
 - c. Bachelor’s degree in environmental science, treatment technology, engineering or related degree, and possession of a Class 3 or higher license in Water Supply OR Waste Water Treatment issued by the Ohio EPA;
 - d. Possession of dual Class 3 or higher licenses in Water Supply and Wastewater Treatment issued by the Ohio EPA, AND at least 5 years of utility management and supervisory experience;
 - e. Equivalent combination of experience, education, skills etc.
- Must have a valid motor vehicle license issued by the State of Ohio. Must meet insurability guidelines.
 - The following is preferred:
 - a. Class 4 Wastewater Treatment and a Class 3 Water Supply License issued by the Ohio EPA, or possession of one of the previously described license, and the ability to obtain the other in a reasonable time frame; possession of bachelor degree in environmental science, treatment technology, engineering, or related field

Knowledge, Skills & Abilities Required

- Demonstrate knowledge of modern water pollution control or water treatment plant principles and operating practices
- Ability to plan and direct the work of others
- Proficient with Windows Operating System, spreadsheets, word processing or date base programs (i.e. Excel, Word and Access)
- Ability to understand and follow oral and written instructions
- Must have mechanical reasoning and basic mathematics knowledge

Physical Requirements

- Ability to regularly lift and/or move 10 to 25 pounds.
- Duties require constant use of vision (close, distance, color, peripheral, depth perception and adjust focus), hearing, speaking, standing, walking, reaching, gripping, holding, stooping, kneeling, climbing, balance and crawling
- Duties require occasional sitting
- Sufficient mobility and dexterity of both arms (or mechanical substitutes) to safely operate power equipment
- Ability to work in all weather conditions including wet, humid, extreme heat, etc.
- Works near moving mechanical parts
- Occasional required to work in high, precarious places; exposed to risk of electrical shock, odorous vapors, harsh chemicals; handling of explosive, contaminated or infectious materials; confined spaces
- This position may be required to work alone

Job description statements are intended to be sufficient merely to identify the general nature and class of work being performed, and be illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the responsibilities, duties and skills which may be required of employees holding a position assigned to this class.

The City of Wooster is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Wooster will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

I certify that I have read this job description and specifications; it has been explained to me. I understand and accept the expectations of my duties and responsibilities as a condition of my employment as stated herein.

I have received, read and understand the Position Description above.

Employee Signature: _____ Date: _____

Director of Administration Signature: _____ Date: _____

Human Resources Manager Signature: _____ Date: _____