CLASS TITLE: UTILITY SYSTEMS OPERATIONS ADMINISTRATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision performs data management, technical engineering work, budgetary planning and implementation and ensures section compliance with applicable City, state, and federal regulations, provides technical training, and other related assigned duties.

ESSENTIAL TASKS:
- Administers capital and operating budget and assists in preparation and monitoring of section budget
- Writes technical specifications for equipment, materials, and chemicals and prepares and monitors requisitions for capital and non-capital purchases
- Writes and administers various contracts
- Coordinates and maintains section’s fixed asset and rolling stock inventory
- Conducts and coordinates safety, technical and equipment training
- Coordinates repair of safety and electronic equipment and establishes Preventative Maintenance (PM) schedules
- Maintains various section files and prepares and reviews analytical reports relating to the section operation and compliance with federal and state laws
- Coordinates software configuration, data management, troubleshooting and quality control for section computer systems
- Develops and implements programs to accomplish section and strategic plan objectives
- May include providing supervision for subordinates (in some positions)
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a bachelor’s degree in environmental engineering, chemistry, science, management or business, and two (2) years of progressively responsible experience in the administration of a municipal water/wastewater system; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the City’s purchasing system and budget process; considerable knowledge of Department of Environmental quality rules and regulations; considerable knowledge of water/wastewater system and equipment related to its operations; good knowledge of hazardous waste operator’s certification; good knowledge of mathematics required to perform engineering calculations; good knowledge of various related software packages including GIS and/or work management systems; and good knowledge of OSHA regulations. Ability to design Public Works projects; ability to perform engineering calculations; ability to provide effective instruction in various fields of knowledge; ability to interpret and enforce technical ordinances and regulations; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class “D” Operator’s License; and some positions may require that the employee must show positive intent to obtain the appropriate valid Oklahoma Class “C” Water/Wastewater License as issued by the Department of Environmental Quality (DEQ) within two (2) months from hire date and must obtain the license as required by state regulations/law and some positions may require possession of or ability to obtain certification of OSHA 40 hour Hazardous Material Response Training specified by OSHA in the HAZWOPER standard.
WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather; may be exposed to traffic, confined spaces, temperature/weather extremes, and climbing hazards; and requires travel to various City locations and shift changes for assigned duties.

Class Code: 3522
EEO Code: N-03
Pay Code: AT-32

Group: Engineering, Planning and Technical
Series: Subprofessional Engineering and Technical

Effective Date: February 22, 2017