CLASS TITLE: DIRECTOR OF WATER AND SEWER

PURPOSE OF THE CLASSIFICATION: Under executive direction is responsible for planning, directing and coordinating management of the water and sewer systems, environmental monitoring and water, wastewater and industrial pretreatment quality control programs, manages all related engineering services and performs other related required duties.

ESSENTIAL TASKS:
- Directs the planning and coordination of personnel engaged in all aspects of the water and sewer treatment facilities and related operations and engineering services
- Directs subordinates in the installation, maintenance and repair of municipal water, and wastewater systems
- Directs subordinates in planning and coordinating industrial wastewater pretreatment/sewer user and meter reading/management programs to promote and monitor compliance of federal, state and local regulations
- Directs subordinates in the operation of a central laboratory to ensure an effective and efficient quality control program
- Directs safety and regulatory compliance for all department operations in accordance with City policies and federal, state and local regulations
- Initiates studies to determine adequacy and effectiveness of current operations, sets strategic objectives and monitors performance goals
- Initiates and directs communication, coordination and cooperation of work efforts with other City departments, consultants, contractors and outside agencies to achieve department goals
- Develops operating policies and program administration
- Formulates proposals and directs preparation and administration of the annual budget
- Develops long range plans for departmental operational changes, establishing new methods and procedures for improving efficiency
- Reviews and approves purchase requests, material expenditures and staffing requirements
- Resolves complaints and answers inquiries from the public
- Prepares and presents comprehensive reports to other departments, elected officials, outside agencies, boards, authorities and organizations
- Represents the City of Tulsa in dealing with other governmental agencies, elected officials, outside agencies, boards, authorities and organizations
- Resolves complaints and answers inquiries from the public and media
- Advises the Mayor and the Tulsa Metropolitan Utility Authority on major policy decisions affecting the water and sewer systems
- 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 civil engineering, chemical or environmental sciences or related field; master's degree in a related field preferred. Eleven (11) years of progressively responsible experience in municipal water and sewer operations, including a minimum five (5) years of progressively responsible management and administrative experience is required.

Knowledge, Abilities, and Skills: Comprehensive knowledge of municipal water, sewer, and meter reading/management operations, objectives, purposes, methods and practices; comprehensive knowledge of water and sewer engineering principles as they apply to the maintenance, repair and operation of water and wastewater facilities and systems; comprehensive knowledge of the laws, ordinances and regulations related to water, wastewater and industrial pretreatment facilities, systems and methods; considerable knowledge of the procedures, equipment and technology of a chemical water, wastewater and industrial pretreatment quality control laboratory; and considerable knowledge of the federal, state and local regulations to ensure compliance with EPA and water quality standards. Ability to
plan, direct and coordinate, the work of professional and sub-professional personnel engaged in the maintenance and operation of water, and wastewater facilities; ability to formulate short and long range plans necessary to accomplish the goals of the department; the ability to express ideas and recommendations effectively; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

**Physical Requirements:** Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; may be subject to walking, standing, sitting, balancing, bending and smelling; and vision, speech and hearing sufficient to perform the essential tasks.

**Licenses and Certificates:** Department of Environmental Quality (DEQ) issued Class "A" Water Plant Operator License and/or Class "A" Wastewater Plant Operator License preferred.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and requires some travel to various City locations to review operations.

Class Code: 1064  
EEO Code: E-01  
Pay Grade: EX-65  
Group: Operations, Planning, and Technical  
Series: Management and Operations  
Effective date: May 6, 2011