CLASS TITLE: WATER SUPPLY SYSTEMS MANAGER

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for advanced professional engineering, planning, and administrative work in directing the Flowline Water Supply and the Water Treatment Plants of the Water and Sewer Department; and performs other related required duties.

ESSENTIAL TASKS:
- Exercises overall supervision of City water supply properties including Lake Spavinaw, Lake Eucha, two terminal reservoirs and two flowlines
- Exercises general direction over the planning, coordination, and operation of the water treatment in the Water and Sewer Department
- Initiates, directs and assists in communication, coordination and cooperation of work efforts with other City departments, consultants, contractors and outside agencies to achieve Water and Sewer Department goals and objectives
- Oversees requisitions and fund disbursement
- Resolves personnel issues
- Reviews design and modification plans for water plants
- Coordinates the preparation of specifications for material and equipment needs
- Initiates studies to determine adequacy and effectiveness of current operations
- Recommends and establishes new methods and procedures for improving efficiency
- Directs the preparation of and administers the annual budget for Water Supply Systems
- Conducts and attends official meetings and conferences relating to department operations
- Ensures operations are in compliance with applicable federal, state and local regulations as well as City and departmental policies
- Assists and performs work involving the preparation and review of contracts and proposals
- Prepares, reviews and presents written and verbal reports
- 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, chemical or general engineering or chemistry, and eight (8) years of progressively responsible experience in municipal water treatment.

Knowledge, Abilities and Skills: Comprehensive knowledge of municipal water treatment objectives, purposes, practices and methods; comprehensive knowledge of water engineering principles as they apply to the maintenance, repair and operation of a water treatment facility; comprehensive knowledge of the laws, ordinances and regulations relating to the planning, development and maintenance of water treatment facilities; considerable knowledge of modern developments and sources of information regarding water treatment operations and engineering. Ability to plan, direct, coordinate and supervise the work of professional, sub-professional, and technical personnel engaged in maintenance and operation of water treatment facilities; ability to prepare comprehensive reports and recommendations for improved and expanded service; ability to work effectively with others in complex and controversial situations with appropriate tact and courtesy; ability to formulate short and long range plans necessary to accomplish the goals of the department; 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; frequent lifting up to 20 pounds with occasional lifting up to 60 pounds; frequent carrying, pushing and pulling up to 10 pounds with occasional carrying, pushing and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.
Licenses and Certificates: Class "A" Water Plant Operator’s License as issued by the Department of Environmental Quality (DEQ) must be obtained within six (6) months of hire date; Possession of a Professional Engineer’s License for the State of Oklahoma 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 oversee problem corrections.

Class Code: 1068
EEO Code: E-01
Pay Code: EX-52

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

Effective date: June 22, 2015