

City of Isanti
POSITION DESCRIPTION

Utility Manager

DEPARTMENT:	Public Works
FLSA CLASSIFICATION:	Non-Exempt
REPORTS TO:	Public Services Director
SUPERVISES:	Foreman, Maintenance Technician II, Seasonals, Interns

DEFINITION:

This position performs supervisory and highly technical preventive, operational and critical maintenance of the City's utility (water, wastewater, and stormwater) infrastructure, treatment facilities and utility systems. This position is responsible for the delegation of work orders and supervision of employees as directed by the Public Services Director.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Plans, schedules, oversees, directs, and participates in performing technical, maintenance and repair work to ensure the City's water, wastewater and stormwater systems are operating properly.
- Supervises staff including, but not limited to: assigning and directing work of subordinate employees, recommending discipline of employees to the Public Services Director, assisting with the hiring process, including recommending hiring, promotion, and transfer decisions, answering questions, and advising staff on difficult problems or concerns, coaching, training, and assisting with performance reviews
- Direct responsibility for supervising specific functions and facilities of the utility departments such as water/wastewater maintenance, inspection, upgrades, reporting and documentation, MS4 reporting on GIS parcel information.
- Directs daily inspections of wastewater plant and pond system, lift stations, the water plant and well houses to ensure all systems are operating properly, chemicals are feeding properly and the system, follows local, state, and federal requirements.
- Responsible for reporting with a variety of logs, records, and reports; advises the Public Services Director of significant problems and concerns.
- Oversees and/or conducts daily inspections of staff and wastewater treatment facility, lift stations, water treatment plant and well houses to ensure all systems are operating properly, chemicals are feeding properly and the system; follows local, state, and federal requirements.
- Investigates accidents and equipment failures.
- Assists and oversees Standard Operating Procedures (SOP's) are accurate and updated.
- Acts as a liaison between the foreman and public services director.
- Attend pre-construction meetings involving utility work and work with engineers and contractors to ensure all City development standards, City policies and safety procedures are followed.
- Monitors Water Treatment Plant (WTP) to ensure proper operation and highest quality safe drinking water.
- Monitors Wastewater Treatment Facility (WWTF) levels and quality and assists with discharging effluent; works with the Public Services Director to plan the proper operations of the WWTF to ensure the highest quality of discharge effluent.
- Ensures all safety and operational rules, regulations, policies and practices are followed; completes, reviews and maintains records and prepares reports.
- Establishes and maintains an emergency 24-hour on-call schedule; arranges for back-up assistance in the event of system and equipment failure, where resources may be insufficient to meet the City's needs.

- Communicates regularly with the Public Services Director to share information and discuss solutions to problems or plans for change.
- Develops long and short-term goals for the department in conjunction with the Public Services Director and ensures implementation of approved goals.
- Inventories equipment and supplies; drafts and reviews bid specification, and recommends purchases of utility equipment, and materials in accordance with the approved budget and the authorized spending limit; brings unanticipated items or large purchases to the Public Services Director.
- Assists Public Services Director in preparing a draft department operations and maintenance budget for water, wastewater, and stormwater.
- Provides input on CIP requests and monitors expenditures through the year.
- Assists in execution of State and Federal utility mandates (MDH, MPCA, EPA, etc.)
- Anticipates and prepares for seasonal needs for personnel, structures, maintenance.
- Coordinates activities with other departments and organizations to avoid work delays and service interruptions and provides cross-training among employees to improve the overall efficiency of department operations.
- Enforces union contract provisions, personnel policies, and safety rules and practices.
- Maintains a manual for water, sewer and stormwater processes and trains staff on operational procedures.
- Cross-trains staff to become proficient in all utility areas.
- Establishes and maintains a professional and positive image with the public by responding to requests for services and complaints in a professional, pleasant, and tactful manner and ensuring problems are resolved.
- Read and interpret plans, sketches, and technical manuals.
- Develops and maintains a positive, productive working environment so staff are motivated to perform to the best of their abilities.
- Ensure staff are practicing safety precautions and wearing PPE.
- Oversees department safety trainings.
- Develops and maintains an Operation and Maintenance Program manual for water and wastewater facility along with an emergency action plan.
- May assist with preparation and administration of grants.
- Is trained in FEMA / NIMS procedures to assist with emergency management planning and execution.
- Attends water and wastewater seminars and classes to maintain required operator's licenses and other training or license to serve the role as directed by the Public Services Director.
- Attends and participates at meetings as requested including the City's Safety Committee.
- Responds to calls during non-working hours as requested or for emergency situations.
- Performs other duties as needed or assigned.

EQUIPMENT USED:

Tools and equipment used includes, but not limited to: hand tools, water & wastewater equipment, lab testing equipment, mechanic tools, computers, cell phone, copy machines, calculators, radios, motor vehicles, and light to heavy equipment.

REQUIRED KNOWLEDGE AND ABILITIES:

- Considerable knowledge of repair, maintenance and operations associated with municipal water distribution and treatment and wastewater collection and treatment systems.
- Considerable knowledge of the operation and maintenance of vehicles, equipment and power tools used in water, wastewater, and stormwater maintenance operations.
- Considerable knowledge of safety laws and requirements and occupational hazards related to the operation of a municipal water and wastewater system.
- Working knowledge of budgeting, purchasing, inventory and financial controls related to areas of responsibility. Working ability to develop and maintain accurate records.
- Working knowledge of basic plumbing, carpentry, and electrical wiring.
- Considerable ability to operate department vehicles, equipment, and tools, sometimes under adverse weather conditions.

- Considerable ability to organize, schedule and coordinate the activities of water and wastewater operations.
- Considerable ability to communicate with and develop and maintain effective relationships with contractors, engineers, government agencies, city employees and general public.
- Considerable ability to express ideas on technical subjects clearly and concisely both orally and in writing and to gain voluntary cooperation, and effectively resolve citizen and employee complaints and concerns in accordance with established City policy and/or contracts.
- Considerable ability to adhere to federal, state and local laws, rules and requirements related to water and wastewater system operation and safety and to develop and maintain accurate records and reports.
- Working ability to plan for needs and improvement in the water and wastewater system and see that plans and goals are achieved.
- Working ability to supervise and motivate staff and to delegate authority and responsibility in a manner conducive to efficient performance and high morale.
- Working ability to use motor skills to assist with tasks requiring manual dexterity and to be able to lift and carry equipment, hand tools, and supplies weighing up to 50 pounds and to stand and walk, occasionally for long periods of time.
- Working ability to work with and around irritants, fumes, and hazardous chemicals and to work in adverse weather conditions and environments, including confined spaces.
- Working ability to operate a cellular phone, iPad, tablet, or radio for work calls.
- Ability to work with new technology and technological advances pertaining to water/wastewater.
- Working ability to visually detect work to be done, equipment problems and supply needs.
- Ability to work independently, prioritize projects and work in a team environment.
- Ability to establish and maintain effective working relationships with elected officials, City employees, and the public.
- Ability to demonstrate strong leadership skills.

MINIMUM QUALIFICATIONS:

A combination of applicable education and experience may be considered.

- High School degree or equivalent.
- Completion of an accredited two (2) year technical college program or AA degree in water and wastewater operations, chemistry, biology, engineering, environmental science, or closely related field or five (5) or more years working in water/wastewater.
- Ability to obtain Minnesota Water and Wastewater Operator's licenses.
- Valid Minnesota driver's license, with ability to obtain Class B driver's license with air brake endorsement.
- Supervisory experience.

PREFERRED QUALIFICATIONS:

- Six (6+) or more years of experience at an operator level in water and/or wastewater operations and maintenance.
- Four-Six years (4-6+) of progressively responsible experience.
- Valid Minnesota Class B driver's license with air brake endorsement.
- Valid Minnesota Water/Wastewater Class C license.
- Completion of an accredited four (4) year college program or degree in chemistry, biology, engineering, environmental science, or closely related field.
- Knowledge of maintenance methods and procedures on light and/or heavy-duty equipment.
- Experience performing the essential functions of the position.
- Experience operating a jetter truck and accessories.
- Knowledge of OSHA requirements.

CONDITIONS OF EMPLOYMENT:

- Must possess a valid Minnesota Driver's License.
- Pass a pre-employment physical examination.

- Pass a pre-employment drug and alcohol test.
- Must satisfactorily pass a criminal background examination and possible personality assessment.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work schedule for this position is full-time Monday-Friday. Occasional hours outside of normal working hours.

WORK ENVIRONMENT/ PHYSICAL DEMANDS:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside, outside in confined spaces, on uneven ground and underground and be exposed to sanitary sewer, dust, dirt, fumes, gases, chemicals, moving objects, heat, extreme heat, cold, extreme cold, wetness, humidity, rain and snow.

Activities that will **occur continuously**, 5-8 hours: verbal communication, concentration, time management, problem solving, walking.

Activities that **occur frequently**, 2-5 hours: sitting; standing, walking, bending/stooping; use of the right foot for repetitive movement; talking; hearing; seeing with far vision, depth perception, accommodation, seeing with near vision, color vision, smelling, use of the right foot for repetitive movement.

Activities that **occur occasionally**, up to 2 hours: organizational skills, squatting; twisting, reach at shoulder level with the right, left and both shoulders at the same time; reaching below shoulder level with the right, left, and both shoulders at the same time, handling, slippery/ uneven terrain, carrying up to 24 pounds.

Activities that **occur infrequently**, less than 1 hour: crouching; pushing; pulling; climbing heights; fine manipulating; crawling; balancing; kneeling;

This position infrequently may lift or moves up to 75 or more pounds.

This position will require the ability to drive an automobile and equipment.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Isanti.

Employee Signature

Printed Name

Date