

## Middletown, CT Job Description

<b>Classification Title</b>	Deputy Director of Water & Sewer
<b>Job Code</b>	
<b>Department</b>	Water & Sewer
<b>Union Group</b>	Teamsters 6671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to plan and manage program development associated with the operation and maintenance of the utilities' water resources, treatment of drinking water, water distribution system, wastewater collection system and maintenance of facilities and grounds. ~~provide administrative support in the planning, directing, coordinating and supervision of all divisions of the Water and Sewer Department and to assume additional responsibility in the absence of the Director. The work is performed under the direction of the Director of Water & Sewer.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- ~~Assists in planning, directing, coordinating and supervising all division operations; writes departmental standards operating procedures. Acts as Director of Water and Sewer in the Director's absence. Manages and directs programs, procedures and staff associated with the operation and maintenance of the Water Treatment and Field Maintenance groups.~~
- ~~Conducts safety audits; makes critical decisions, acts on and monitors all environmental health and safety issues. Maintains, plans and monitors department safety training programs. Evaluates and analyzes current operating practices and benchmark operational data. Implements revisions as required. Recommends policy revisions when necessary.~~
- ~~Supervises department personnel; provides training and instruction; plans, coordinates, assigns and reviews work; allocates personnel, maintains standards and recommends discipline. Makes decisions relative to resources, materials, manpower and schedules utilized to address operational issues that affect regulatory compliance with water quality standards.~~
- ~~Researches and responds to division superintendent's administration and operating questions; researches and answers questions from other departments; responds to complaints from the public. Coordinates and facilitates inter/intradepartmental~~

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functions to provide required resources for operation or maintenance activity, which includes procurement of materials, implementation of specialized services or equipment and reprioritization of manpower.

- Resolves procurement and billing problems. Provides management and direction to additional operating groups within the department as required.
- Prepares a variety of reports, documents and correspondence; prepares correspondence for contractors, customers, business and state agencies. Writes federally mandated water quality reports. Develops annual Capital Expenditure plan to address and remediate operational or maintenance issues. Develops funding plan based on available resources. Provides recommendations for possible additional funding sources.
- Maintains department vehicle reports and insurance records. Investigates insurance claims against the department.
- Serves as a staff member on the Water Pollution Control Authority; maintains Authority records. Represents the department at meetings.
- Responds to and makes critical decisions regarding emergency water and sewer situations.
- Perform other related duties as assigned.

### **MINIMUM JOB QUALIFICATIONS**

#### **Education and Experience**

Bachelor's degree in Civil or Environmental Engineering or related field and at least with five years of water and sewer utility experience in a management position, progressively responsible utility administration experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

#### **Other**

- Position requires possession of a valid Connecticut driver's license, State of Connecticut Class III Water Distribution System Operator License and State of Connecticut Class IV Water Treatment Plant Operator License.

### **PREFERRED QUALIFICATIONS**

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Five or more years of water and sewer utility experience directly related to the operation and maintenance of the water treatment plants and distribution system, Class II Distribution and Class III Water Treatment License and/or Certificate from CT DEEP in collection system operations and maintenance.

### **KNOWLEDGE, SKILLS, and ABILITIES**

- ~~Requires the ability to perform mid to upper level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions. Knowledge of the principals, practices and regulations associated with water resources, water treatment plant processes, water distribution and wastewater collection systems~~
- ~~Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations. Knowledge of utility operations and maintenance practices~~
- ~~Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as invoices, reports, forms, payroll, specifications, memos, correspondence, manuals, contracts, codes, ordinances, statutes, legal briefs, economic analysis, and organizational analysis. Knowledge of City and Department policies and procedures~~
- ~~Requires the ability to communicate orally and in writing with the Director and all department personnel, other City departments, Water Pollution Control Authority, outside agencies and departments, vendors and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra and geometry.~~
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in Training, orienting, and managing personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently

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- **A**pply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- **R**ead, analyze, and interpret standards, policies, procedures, and regulations
- **D**evelop and write reports, policies, and correspondence
- **H**andle common inquiries or complaints
- **A**pply concepts such as fractions, percentages, ratios, and proportions to practical situations
- **D**efine problems, collect data, establish facts, and draw valid conclusions
- **I**nterpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- **P**erform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- **E**xercise good judgment and focus on detail as required by the job
- **O**perate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- **U**se (or learn to use) computer software and systems applicable to the position
- **F**ollow oral and written instructions and procedures
- **C**ollect, organize, and interpret data and prepare accurate records
- **V**erify and maintain accuracy of detailed data and information, detect data errors
- **M**eet schedules and deadlines of the work unit
- **C**ommunicate in English effectively orally and in writing
- **M**aintain well-organized materials, files, systems and tools
- **A**adapt to changes in work situations and priorities
- **R**eason/analyze; use logic to identify and resolve problems
- **E**valuate, organize, and summarize data and information

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- ~~Ability to E~~establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~satisfies the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, a vehicle, SCBA equipment, gas detectors, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

### WORKING CONDITIONS

*The working conditions described 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.*

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- ~~Ability to work under conditions that require exposure to environmental factors. This exposure may cause some discomfort and presents a risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/02/15
<b>Dates revised</b>	