

Middletown, CT Job Description

Classification Title	Director of Water & Sewer
Job Code	
Department	Water & Sewer
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to act as the Chief Operating and Financial Official for the City's two utilities. ~~Guarantees long term rate stability and financial viability. ; oversees budgets, personnel, operations, planning, finance, forecasting and compliance. The work is performed under the direction of the Mayor.~~

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.

- ~~• Directs and oversees the operations of the Water and Sewer Departments; ensures compliance with state and federal mandates and regulations and with orders of the Mayor, Common Council and the Water Pollution Control Authority. Establishes departmental policy and procedures. Manages department projects.~~
- Manages and supervises department/utility personnel. ; ~~i~~ Interviews and recommends applicants for hire, and promotion and termination. ; ~~p~~ Provides instruction and ~~training; plan~~training. Plans, coordinates, assigns and reviews ~~work; allocates personnel, maintains~~work. Maintains standards and evaluates performance. Corrects behavior through application of Bargaining Unit Contract.
- Prepares the annual budgets for the Water and Sewer departments. Approves ; prepare~~expenditures. Prepares~~ forecasts of future debt position. Determines timing of debt acquisition to manage service rates. ; prepares Capital Non-Recurring Budget.
- Conducts strategic planning for Combined Sewer Overflow projects. Ensures compliance with state and federal laws and regulations. Conceives and implements long term capital projects to ensure longevity of water & sewer infrastructure, financial stability and reliability of service.
- ~~• including scheduling, selection of projects and debt issuance. Conducts strategic planning and project management for long term initiatives such as sewer regionalization, consolidations of facilities and major sewer extensions.~~

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- Serves as Project Manager. Approves construction change orders. Negotiates construction disputes with contractors. Approves construction designs, standards and methods.
- Administers the daily financial operations of the department. Identifies, recommends and retains consulting firms. Establishes "Scope of Work" for engagement and negotiating price. Assesses consultant work and provides feedback to the firm.
- ~~Acts as lead staff member to the Water Pollution Control Authority. Manages staff assigned to the Urban Forestry Commission and Harbor Improvement Commission.~~
- ~~Represents the department and acts as a liaison to other public bodies, boards, commissions and departments. Assists other City departments and the Mayor in a variety of projects; represents the department in legal proceedings.~~
- ~~Responds to constituent complaints.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in Civil Engineering, Biology or Chemistry and maintenance/operational experience in water/sewer utilities. or a related field with Master's level course work in the field—Master's degree preferred—and seven years of progressively responsible utilities management/administrative experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

~~Appropriate education substitutions can be made.~~

Other

- Valid Connecticut Driver's License

PREFERRED QUALIFICATIONS

Master's degree in Biology, Chemistry, Engineering or Environmental Engineering and construction administration experience.

KNOWLEDGE, SKILLS, and ABILITIES

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- ~~Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.~~ Knowledge of government financing and utility micro-economic principals
- 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.
- ~~Requires the a~~Ability to utilize reference, descriptive, consulting, design and advisory data and information such as reports, specifications, charts, insurance claims, planning and zoning submittals, legal briefs, economic analysis, non-routine correspondence and organizational analysis.
- ~~Requires the ability to communicate orally and in writing with the Mayor, Common Council, Water Pollution Control Authority, all department personnel, other City departments, outside agencies, customers, the media and the public.~~ Ability to develop rate models and apply effectively
- ~~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.~~ Knowledge of federal and state regulations
- Knowledge of water chemistry and hydraulic engineering
- Knowledge of several integrate hydraulic systems
- Knowledge of heavy civil construction principles and practices
- Knowledge of construction contracts and specifications
- Ability to read and interpret construction plans
- Knowledge of technical operations of water utilities
- Ability to negotiate pricing
- Knowledge of application of union contracts and basic labor law
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Balance competing requirements and needs of client organizations

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- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information

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- Ability to Eestablish 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 Ssatisfy 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 and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid 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 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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 safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited 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.

Date created:	03/05/15
Dates revised	