

TITLE: CHIEF OPERATING OFFICER

CODE: 11087

GENERAL DESCRIPTION:

This is highly responsible utility executive work involving the direction of maintenance, operations, solid waste, water pollution control, and water treatment and supply.

Work involves responsibility for the management of extensive resources in complex processing operations and maintenance. Duties include directing maintenance, operations, solid waste, water pollution control, and water treatment and supply. This position also has the responsibility for making very difficult plants operation and maintenance management decisions. This work requires that the employee have considerable knowledge, skill and ability of the principles and practices of plant operations and facilities maintenance as well as general management areas.

SUPERVISION RECEIVED:

Works under the administrative direction of the Chief Executive Officer.

EXAMPLES OF DUTIES:

Manages the planning and direction of the goals, objectives and operations of maintenance, operations, solid waste, water pollution control, and water treatment and supply. Reviews reports on department operations and directs corrections. Supervises subordinate managerial and staff employees.

Analyzes information on assigned departments effectiveness and efficiency, determines operating policies and procedures and recommends District administrative and governing policies. Oversees report preparations.

Analyzes management issues and problems and prepares recommendations and reports. Assures safe work practices.

Oversees operating and capital budget development of assigned departments and presents budget requests. Directs assigned departments expenditures with fund allocations and approves fund transfers for Finance department consideration.

Coordinates District goals, objectives, and activities as a chief officer of the District. Coordinates with assigned District departments and executives of government agencies, municipalities, contractors, and community organizations. Represents the District in meetings, public events and media conferences. Handles public inquiries and complaints.

Advises the Board, Bureau and committees while in attendance at official meetings.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of water, wastewater, and solid waste plant operations and maintenance to include facilities maintenance.

Thorough knowledge of the technology involved in water supply, water filtration, waste water treatment, and solid waste treatment.

Thorough knowledge of public administration principles and practices as applied to the chief officer level support of the District.

Thorough ability to communicate orally and in writing and to lead others at the organizational level.

Considerable ability to administer policies and procedures at the organizational level including goals, objectives, planning, financial management, decision making, report development and writing.

Considerable ability to supervise the work of District departments through subordinate managers.

Considerable ability to represent the District in a variety of public situations and to make public presentations.

Thorough ability to establish and maintain effective working relationships with Board members, coworkers, vendors, contractors, consultants, other governmental agencies, customers, and the general public.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in civil, mechanical, electrical or environmental engineering, plus fourteen years of progressively responsible utility plant or public works experience including at least two years at the Director or higher level.

SPECIAL REQUIREMENTS:

Must have a valid driver's license.