

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ASSISTANT MANAGER OF UTILITY SERVICES

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist with planning and managing the staff, resources, and operations of the utility services division. Work involves scheduling and overseeing daily operations; supervising and reviewing the work of utility service technicians and administrative staff; and assisting with planning, evaluating, and monitoring division work load, budgets, and work performance. Classification typically reports to the Manager of Utility Services.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists in planning and directing program or division objectives; monitors work load and operational practices and performance; gathers and analyzes information on division effectiveness and efficiency; recommends changes to operating policies and procedures; and makes other recommendations to improve division performance.

Schedules and oversees the work of inspection, cross connection and record keeping operations; ensures work activities comply with established policies and procedures; and oversees work to ensure utility service connection activities conform with District standards, requirements for preventing water contamination through cross connections.

Drafts reports including statistical, operational and program reports; reviews forms, reports and other documents submitted by subordinate staff; and prepares correspondence, spreadsheets and purchasing documents.

Assists in developing capital, operational and activity budgets; reviews subordinate budgets; reviews and monitors unit and sub-activity expenditures; prepares budget spreadsheets; and recommends approvals for expenditures and/or budget allocations.

Supervises assigned utility services technical and administrative staff; assists in employee selection, performance evaluation review and reclassification recommendations; assists with employee training and employee development; provides guidance and advise regarding difficult work issues; enforces safe work practices; administers union contract language, oral and written warning; and researches and recommends higher level discipline and other personnel actions as appropriate.

Establishes effective working relationships with other District managers and employees; assists in coordinating division operations and goals with other District functions and government agencies; and assists in coordinating unit and sub-activity operations, to include the allocation of personnel, materials and equipment.

Reviews utility relocation specifications and designs; and reviews utility services construction plans for conformance with District standards and requirements.

Responds to questions and requests for information from property owners, engineers, contractors and the general public; and explains division policies and procedures and installation practices for utility service connection projects.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, drafting equipment, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in engineering, construction technology or a related field; supplemented by minimum five (5) years previous of progressively responsible experience in utility service connection operations including two (2) years experience as supervisor; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility; and to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

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