

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: TECHNICAL ASSISTANT TO THE CHIEF OPERATING OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage technical services and provide administrative support to the Chief Operating Officer. Work involves planning and developing new programs to improve the efficiency of District water treatment and supply operations; supervising staff; managing special projects; and assisting with administrative functions such as budget development. Classification typically reports to the Chief Operating Officer.

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.

Directs and participates in analyzing and developing solutions to a wide variety of production, processing, operational, maintenance and other technical problems in all types of systems; and assists in developing plans, goals, and objectives; and assists in analyzing and resolving technical problems.

Assists in controlling and monitoring water treatment plant performance, transmission line operations, and supply management during normal and emergency situations; inspects dams and facilities; monitors programs and operations to ensure regulatory compliance; identifies needed corrective actions; and recommends policy, procedural, and operational changes as appropriate.

Manages and/or coordinates the implementation of special projects and programs; develops project plans; establishes work teams as needed; obtains resources; provides status reports; and coordinates the execution of special assignments with other District managers, and outside agencies and/or consultants as appropriate.

Prepares and updates emergency action plans; collects and evaluates data relating to workload criteria, system performance and system failures; assists in developing security plans; coordinates security activities, equipment and procedures; and responds to emergencies on an as needed basis.

Assists in the review and development of the department's operating budget and Capital improvement program budget. researches and analyzes financial data; considers operational, legislative, and programmatic factors affecting budget issues; and develops, prepares reports and/or presents findings and recommendations.

Supervises assigned staff; interviews and recommends applicants for selection; assigns work; establishes performance expectations; provides training and employee development; provides guidance and advise regarding difficult issues; enforces safe work practices; evaluates employee performance; counsels employees; administers union contract language, oral and written warning and suspense; and recommends higher level discipline and other personnel actions, such as reclassifications.

Participates in consultant selection process, reviews qualifications, and prepares engagement contracts.

Provides back-up to the Chief in the absence of the same.

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

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in civil, mechanical, electrical or environmental engineering or a related field; supplemented by a minimum of seven (7) years experience in public works or utility engineering; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a valid driver's license.

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 function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

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 evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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.