

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ASSISTANT TO DIRECTOR, WATER TREATMENT AND SUPPLY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide technical and administrative support to the Director of Water Treatment and Supply. Work involves planning and developing new programs to improve the efficiency of District water treatment and supply operations; managing special projects as assigned by the Director, Water Treatment and Supply; and assisting with administrative functions such as budget development. Classification typically reports to the Director, Water Treatment and Supply.

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.

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 for the Department; and assists in analyzing and resolving technical problems.

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

Coordinates and provides assistance in the implementation of water treatment and supply special projects and programs; develops project and program plans; establishes work teams as needed; obtains resources as necessary; provides status reports. .

Prepares and updates emergency action plans; collects and evaluates data relating to workload criteria, system performance and system failures for the Department; assists in developing security plans and 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.

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

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

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, 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 managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

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 involving basic algebraic principles and formulas, and basic geometric principles and calculations.

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.