

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DIRECTOR OF WATER TREATMENT AND SUPPLY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to direct the operation and maintenance of water supply, water treatment, and related facilities. Work involves directing the operations of a laboratory, reservoirs, lakes, dams, hydroelectric projects, forestry and watershed management, and water treatment facilities and overseeing recreation activity at water facilities. This classification 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.

Plans and directs Department goals, objectives and operation. Reviews reports on operations and directives any necessary corrective action required: Directs operations to insure regulatory compliance.

Analyzes information on Department effectiveness and efficiency; determines operating policies and procedures and recommends administrative and governing policies for water treatment and supply to the District.

Directs and manages watershed property; insures regulatory compliance; direct the administration of the property tax payment program; solve tax problems and land management issues as required; oversees acquisitions.

Manages assigned financial resources; oversees operating and capital budget development; presents budget requests; controls expenditures and ensures compliance with fund allocations; approves fund transfers for consideration by the Finance Department; and prepares and/or reviews financial reports.

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Supervises staff directly and through subordinate managers; appoints candidates from approved eligibility lists; enforces safe work practices; approves employee performance evaluations; counsels employees; administers union contract language, oral and written warning and suspense; and recommends higher level discipline and other personnel actions, such as reclassifications.

Coordinates District goals, objectives and activities as a member of the top management team; recommends District administrative and governing policies; establishes and maintains effective working relationships with other departments, board, agencies, local businesses, community groups, and professional organizations; and coordinates development with regulatory agencies.

Oversees the preparation and distribution of operating, statistical and regulatory reports for assigned programs and operations; and directs the establishment and management of department records, files and databases.

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 engineering field with Master's level course work in the field; Master's degree preferred; supplemented by a minimum of ten (10) years of progressively responsible experience in water treatment and natural resources management, including three (3) years at the senior management level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have or be able to obtain within twelve months of appointment a Class IV Water Treatment Plant Operator's Certification.

Must have a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

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 synthesis data and information, as well as reference, descriptive, design, advisory, and consulting data and information as applicable.

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 logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

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 workstation.

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.