

**WATER & SEWER DIRECTOR  
JOB DESCRIPTION CITY OF MANCHESTER**

<b>Position Title:</b>	Water and Sewer Director	<b>Reports To:</b>	Mayor
<b>FLSA Status</b>	Exempt	<b>Department</b>	Administration/Public Services
<b>Revision Date(s)</b>	06.13.2022	<b>EEO Class</b>	Officials & Administrators

**Sign, Date and Return to HR:** *Please sign the Job Description Acknowledgement at the end of the job description & return the signed Job Description to Human Resources with the balance of your new-hire packet.*

**JOB SUMMARY:** The employee is under the direct supervision of the Mayor. This employee is directly responsible for the management of the Water and Wastewater operations, and responsible for the implementation and enforcement of the policies relevant to each department and functions he/she oversees as adopted by the Board of Mayor and Aldermen.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

- Plans, develops, coordinates, administers, and manages the departments providing water and sewer services;
- Responsible for all facets of the public works departments which provide adequate, safe, and efficient water and wastewater services;
- Studies and performs strategic planning, organizing, and coordinating of the activities of the water and sewer departments and makes recommendations and decisions affecting and designed to improve the economy, efficiency, and quality of same;
- Directs personnel. Performs managerial duties in accordance with city and departmental policies and applicable laws including interviewing, hiring, training employees; planning, assigning, and directing work, corrective action, performance counseling and problem resolution.
- Assists in writing specifications, compiling cost estimates, and recommendations to the Board of Mayor and Aldermen;
- Initiates and maintains contact with consultants and reviews their work for the city;
- Determines major departmental policies, plans long term programs, and makes administrative decisions concerning construction/rehabilitation capital projects;
- Directs the keeping of records and supervises the preparation of necessary reports with primary responsibility for compliance relationships with regulatory agencies;
- Develops, revises, and administers budgets; monitors expenditures to ensure compliance within approved budgets including the development and review of contractual specifications for bidding capital improvement projects; ensures the completion of capital improvement projects;
- Reviews all purchase order (PO) requisitions for materials required to operate the water and sewer systems and revises annual bids used in the department;
- Directs and performs inspections of contract work, determines compliance, and recommends acceptance or non-acceptance of the work to the Board of Mayor and Aldermen;
- Assures that operations and procedures of the department comply with federal and state occupational health and safety regulations and maintains records of compliance to Federal, State and city regulations;
- Responsible for adherence to OSHA/TOSHA regulations; and
- Maintains satisfactory public relations through courteous and prompt attention to complaints.

**MARGINAL DUTIES AND RESPONSIBILITIES** include the following.

- Oversees and interacts with GIS mapping function;
- Performs other duties as may be directed by the Mayor.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Knowledge of modern management practices and techniques;
- Knowledge of fleet vehicle management and maintenance of equipment and facilities;
- Knowledge of practices used in the operation of heavy and light mobile track and wheel equipment;
- Knowledge of accepted construction principles and practices;
- Knowledge of materials and equipment used in public works, and public utilities maintenance and construction work;
- Knowledge of the operations of water distribution and sewer collection systems, wastewater treatment facilities, and the function of a utility billing office;
- Knowledge of intermediate principles and practices of civil engineering as it applies to the maintenance of water and sewer utilities;
- Knowledge of safety and OSHA/TOSHA regulations;
- Knowledge of laws and regulations regarding employee health, safety, and employment practices;
- Knowledge of microbiology and chemistry as basic level at basic level;
- Knowledge of operation of Geographical Information System (GIS) database functions at basic level;
- Skill in Microsoft Office Suite at an advanced level;
- Skill in financial, scientific, and engineering mathematics;
- Skill in managing contractors and subcontractors; understanding of Title VI, TDEC, and other regulatory environments as applicable to oversight of contractor compliance;
- Ability to plan, organize, assign, supervise and inspect the work of subordinates;
- Ability to maintain inventory control and administer appropriate purchasing policies and procedures;
- Ability to implement innovative methods to provide more efficient and effective operations;
- Ability to keep routine operational and personnel records and make reports;
- Ability to express ideas and information clearly, concisely, and effectively in writing and verbally;
- Ability to develop sound plans for the future development of water and wastewater systems in relation to community needs;
- Ability to read, analyze, and interpret common scientific and technical reports;
- Ability to apply advanced reasoning, logical and scientific thinking, and advanced mathematical concepts to a wide range of technical and practical problems;
- Ability to analyze and recommend utility fees, charges, bond measures and financing options;
- Ability to establish and maintain an effective working relationship with the members of the public, consultants, elected officials, and city employees; and
- Ability to lead staff, implement vision and strategy, and communicate effectively.

**EDUCATION and EXPERIENCE:**

- A Bachelor's degree from an accredited four (4) year college or university in Civil Engineering or related field or equivalent combination of education and experience is required;
- Five (5) plus years of work experience at a supervisory/director level in water and/or wastewater system; AND a combined 7+ years of experience in either water treatment, water distribution, wastewater treatment, or wastewater collections;
- An excellent work and attendance record.

**LICENSES & CERTIFICATIONS:**

- Valid driver's license.
- Preferred certifications in: Water Treatment; Wastewater Treatment; Water Distribution System; and/or Wastewater Collections System.

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**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is regularly required to see, hear and talk and perform the physical activities marked below:

Activity		Check 1 column for Frequency of Occurrence		
Check	Applicable	Occasionally < 1/3 of the time	Frequently 1/3–2/3 of the time	Regularly >2/3 of the time
X	Standing		X	
X	Walking		X	
X	Climbing: Stairs &/or Ladders			X
X	Sitting		X	
X	Balancing	X		
X	Bending/Stooping/Kneeling		X	
X	Twisting	X		
X	Squatting	X		
X	Grasping/Squeezing		X	
X	Repetitive movements w/hands			X
X	Reaching/working overhead	X		
X	Lift &/or carry up to 25 lbs.	X		
X	Push &/or pull up to 25 lbs.	X		

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position will work in an office environment, on-site, and in-plant as needed. This position may require exposure to extreme heat and/or cold occasionally; standing, walking, sitting, climbing, and stooping frequently; lifting, climbing, pushing, pulling reaching, and handling occasionally; exposure to chemical and biological hazards frequently; will be subject to occasional lifting of objects greater than 25 pounds; the work requires talking, hearing, and visual acuity at an acceptable level to safely perform the work at hand. The position is exposed to fumes, noxious odor, noise, uneven or slippery surfaces frequently. The position requires problem-solving, data and informational analysis, written and oral communication, and interaction with variety of persons frequently. The position requires dexterous use of hands/fingers occasionally, and repetitive office skill application frequently. The position requires the ability to focus and concentrate while working with interruptions frequently.

**Job Description Acknowledgment:** I understand that *this job description is not a contract of employment* between the City of Manchester and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the City of Manchester may assign other duties as needed. I have received a copy of the Water & Sewer Director job description, have read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the Water & Sewer Director job as it is described in the job description above.

**Employee Name (Please Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date (Employment, Transfer, Revised Job Description):** \_\_\_\_\_

**Sign and date job description. Make a copy for your records.**