

Water Authority Position Description

FIELD/PLANT DIVISION MGR-UNCL

Status	Position Code	Level	Date
APPROVED	DMGP	P31	May 2018

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PLAN, DIRECT, AND MANAGE ALL ACTIVITIES WITHIN THE FIELD OR PLANT DIVISION AND COORDINATE THOSE ACTIVITIES WITH OTHER WATER AUTHORITY DIVISIONS, OUTSIDE AGENCIES AND THE PUBLIC. PERFORM COMPLEX ANALYTICAL WORK IN PROVIDING ADMINISTRATIVE AND MANAGERIAL SUPPORT FOR WATER AND WASTEWATER FACILITIES, ENVIRONMENTAL PROJECTS AND PROGRAMS TO ENSURE TECHNICAL COMPETENCE AND COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS AND ORDINANCES.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE, FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSEWORK IN ENGINEERING, HYDROLOGY, WATER LAW, BIOLOGY, ENVIRONMENTAL SCIENCE, CHEMISTRY, BUSINESS ADMINISTRATION OR RELATED FIELD, PLUS EIGHT (8) YEARS MANAGEMENT EXPERIENCE IN WATER OR WASTEWATER PLANT/FIELD OPERATIONS TO INCLUDE SIX (6) YEARS DIRECT SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
 LICENSED AS PROFESSIONAL ENGINEER IN STATE OF NEW MEXICO PREFERRED. MAY SUBSTITUTE PE LICENSE FROM ANOTHER STATE RECOGNIZED BY THE STATE OF NEW MEXICO, WITH THE ABILITY TO OBTAIN NEW MEXICO LICENSE WITHIN ONE YEAR FROM DATE OF HIRE.

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL ADMINISTRATIVE DIRECTION FROM THE CHIEF OPERATING OFFICER.

EXERCISE DIRECT SUPERVISION OF SUPERVISORY, PROFESSIONAL AND SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. MANAGE ENGINEERING DESIGN AND CONSTRUCTION ACTIVITIES SUCH AS COORDINATING CONSTRUCTION PHASES AND SCHEDULES WITH CONTRACTORS, NEGOTIATING AND PREPARING CONSTRUCTION CONTRACTS, DOCUMENTS AND COST ESTIMATES.
2. DEVELOP, RECOMMEND AND IMPLEMENT DIVISION GOALS, OBJECTIVES, POLICIES AND PRIORITIES FOR EACH SERVICE AREA.
3. ESTABLISH, WITHIN WATER AUTHORITY POLICY, APPROPRIATE SERVICE AND STAFFING LEVELS. MONITOR AND EVALUATE THE EFFICIENCY AND EFFECTIVENESS OF SERVICE DELIVERY METHODS AND PROCEDURES. ALLOCATE RESOURCES ACCORDINGLY.
4. PLAN, DIRECT AND COORDINATE, THROUGH STAFF, THE WORK PLAN FOR ASSIGNED ENGINEERING ACTIVITIES. ASSIGN PROJECTS AND PROGRAMS. REVIEW AND EVALUATE WORK METHODS AND PROCEDURES. IDENTIFY AND RESOLVE PROBLEMS.
5. ASSESS AND MONITOR WORK LOAD, ADMINISTRATIVE AND SUPPORT SYSTEMS, AND INTERNAL REPORTING RELATIONSHIPS. IDENTIFY OPPORTUNITIES FOR IMPROVEMENT. DIRECT AND IMPLEMENT CHANGES.
6. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AND TERMINATION PROCEDURES AS NEEDED.
7. OVERSEE AND PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF THE DIVISION BUDGET. FORECAST FUNDS NEEDED FOR STAFFING, EQUIPMENT, MATERIALS AND SUPPLIES AND APPROVE EXPENDITURES AND IMPLEMENT BUDGETARY ADJUSTMENTS AS APPROPRIATE AND NECESSARY.
8. EXPLAIN, JUSTIFY AND DEFEND DIVISION PROGRAMS, POLICIES AND ACTIVITIES. NEGOTIATE AND RESOLVE SENSITIVE AND CONTROVERSIAL ISSUES.
9. REPRESENT ASSIGNED DIVISION ACTIVITIES TO OTHER DIVISIONS, ELECTED OFFICIALS AND OUTSIDE AGENCIES. COORDINATE ASSIGNED ACTIVITIES WITH THOSE OF OTHER DIVISIONS, AND OUTSIDE AGENCIES AND ORGANIZATIONS.
10. PROVIDE STAFF ASSISTANCE TO THE CHIEF OPERATING OFFICER. PARTICIPATE ON A VARIETY OF BOARDS, COMMISSIONS AND COMMITTEES. PREPARE AND PRESENT STAFF REPORTS AND OTHER NECESSARY CORRESPONDENCE.

SUPPLEMENTAL FUNCTIONS

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE APPLICABLE FIELDS OF ENGINEERING AND UTILITY OPERATIONS AND MAINTENANCE.
2. RESPOND TO AND RESOLVE DIFFICULT AND SENSITIVE CITIZEN INQUIRIES AND COMPLAINTS.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

OPERATIONS, SERVICES AND ACTIVITIES OF A COMPREHENSIVE CIVIL ENGINEERING PROGRAM
OPERATIONAL PROCEDURES OF WASTEWATER COLLECTIONS TREATMENT AND LIFT STATION FACILITIES
OPERATIONAL CHARACTERISTICS OF WATER PUMP STATIONS, TREATMENT FACILITIES AND RESERVOIRS
METHODS AND TECHNIQUES OF EVALUATING SYSTEM PERFORMANCE AND RECOMMENDING MODIFICATIONS
PRINCIPLES AND PRACTICES OF CONSTRUCTION
PRINCIPLES AND PROCEDURES OF CONTRACT NEGOTIATION
PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND ADMINISTRATION
PRINCIPLES AND PRACTICES OF BUDGET PREPARATION AND ADMINISTRATION
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES, REGULATIONS AND ORDINANCES
COLLECTIVE BARGAINING AGREEMENTS AND UNION WORKPLACE PROCESSES
WORKPLACE SAFETY PRINCIPLES, INCIDENT INVESTIGATIONS, COMPLIANCE MONITORING
ENVIRONMENTAL COMPLIANCE PROCESSES
SITE SECURITY PRINCIPLES AND PROCESSES
PRINCIPLES OF ASSET MANAGEMENT, LIFE CYCLE ANALYSIS, AND "TRIPLE BOTTOM LINE" EVALUATION
STATISTICAL ANALYSIS, RESEARCH METHODS, AND HYPOTHESIS TESTING

PREFERRED SKILL/ABILITY

MANAGE THE OPERATION AND MAINTENANCE OF VARIOUS STORM DRAINAGE LIFT STATION MAINTENANCE, WATER AND WASTEWATER SERVICES AND CONSTRUCTION MANAGEMENT ACTIVITIES
DELEGATE AUTHORITY AND RESPONSIBILITY
STATISTICALLY AND OBJECTIVELY ANALYZE AND ASSESS PROGRAMS, POLICIES AND OPERATIONAL NEEDS AND MAKE APPROPRIATE ADJUSTMENTS
IDENTIFY AND RESPOND TO SENSITIVE COMMUNITY AND ORGANIZATIONAL ISSUES, CONCERNS AND NEEDS
DEVELOP AND ADMINISTER DIVISION GOALS, OBJECTIVES AND PROCEDURES
PREPARE ADMINISTRATIVE AND FINANCIAL REPORTS
PREPARE AND ADMINISTER LARGE AND COMPLEX BUDGETS
RESEARCH, ANALYZE AND EVALUATE SERVICES, PROBLEMS, IDENTIFY ALTERNATIVE SOLUTIONS, PROJECT CONSEQUENCES OF PROPOSED ACTIONS AND IMPLEMENT RECOMMENDATIONS IN SUPPORT OF GOALS
INTERPRET, APPLY AND ENFORCE APPLICABLE FEDERAL, STATE AND LOCAL POLICIES, LAWS AND REGULATIONS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

FIELD, PLANT AND OFFICE ENVIRONMENT; OCCASIONAL CONSTRUCTION SITE ENVIRONMENT; EXPOSURE TO NOISE, DUST, GREASE, SMOKE, FUMES, GASES. COMPUTER SCREENS; MAY WORK IN OR WITH WATER OR AROUND HEAVY CONSTRUCTION EQUIPMENT

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, WALKING OR STANDING FOR PROLONGED PERIODS; TRAVEL FROM SITE TO SITE; OPERATING MOTORIZED VEHICLES MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES