

TOHONO O'ODHAM UTILITY AUTHORITY

Position Description Water and Wastewater Manager

Department: Water and Wastewater
Reports to: General Manager
FLSA Status: Exempt
Location: Sells, AZ
Shift: 8:00 AM – 4:30 PM
Salary Level: 18
Prepared By: Tohono O'odham Utility Authority
Approved by: Mike Bethurem, General Manager
Approved Date: 06/26/2019

SUMMARY

Plans, directs and coordinates activities in designing, constructing and operating water and wastewater infrastructure required to provide safe and reliable service to our customers. Provides management oversight and operations responsibility for propane services also.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Addresses customer complaints and service issues, explaining the Rules and Regulations for Service, as necessary.
- Assist the General Manager in prepare operating and capital budgets and administer approved budgets
- Analyzes operations and coordinates staff activities to ensure customers are served in a timely manner and are receiving reliable service.
- Prepare production and or operating reports and resolve operational, and maintenance problems
- Develop and implement a preventative maintenance program
- Develops and reviews operational and working practices to improve efficiencies and reduce operating cost.
- Responsible for the design, bidding, and construction of capital plant projects.
- Studies and standardizes work procedures to improve efficiency of subordinates.
- Ensure fair and consistent treatment of subordinate employees while maintaining harmony among employees and resolves their grievances.
- Develop emergency restoration plans to address service outages caused by catastrophic events
- Abides by and enforces all Authority policies and procedures in all respects of employment
- Serve on the Management Team, assisting in the development of organizational and departmental long range plans, rules and regulations for service, retail rates, and policy
- Maintain knowledge of the current regulatory environment and implement changes in operations to maintain regulatory compliance.
- Other duties as assigned.

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SUPERVISORY RESPONSIBILITIES

- Directly supervises assigned employee(s).
- Carries out supervisory responsibilities in accordance with the company's policies and applicable laws.
- Responsibilities include interviewing, recommend hiring, and training employee(s);
- Planning, assigning, and directing work;
- Appraising performance; rewarding and disciplining employee(s);
- Addressing complaints and resolving problems.

QUALIFICATIONS

- 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.
- Required personal characteristics includes: a team player, high integrity, good personal habits, regular work attendance, courteous and friendly, able to work well with diverse groups of people, and ability to gain and maintain the respect of others.

EDUCATION and/ or EXPERIENCE

- Bachelor's Degree in engineering, management or public administration from four-year college or university plus three-years' experience;
- Or ten years related experience and/or training;
- Or equivalent combination of education and experience.
- Minimum of two years supervisory experience.

LANGUAGE SKILLS

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Prefer ability to converse in the Tohono O'odham language.

MATHEMATICAL SKILLS

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

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REASONING ABILITY

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases.
- Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Requires a valid Arizona Driver's License
- Certification in water treatment, water distribution, wastewater treatment or wastewater collection preferred.

OTHER SKILLS AND ABILITIES

- Operate personal computer; understand financial and/or spreadsheet software.
- Establish and maintain effective working relationships with staff.
- Pay close attention to detail, schedules and management and accounting principles.
- Familiarity with specific terminology related to the water/wastewater industry.

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.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must occasionally lift and/ or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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

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- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme heat; risk of electrical shock.
- The noise level in the work environment is usually moderate.