

CITY OF MARTINSBURG



JOB: UTILITIES DIRECTOR	DATE: 3/5/2020
PAY GRADE: 28	REPORTS TO: CITY MANAGER
PAGE 1 OF 6	

1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: UTILITIES DIRECTOR

- **PAY STATUS: EXEMPT**

2. REQUIREMENTS:

Education:	<p>Graduation from a college or university with a degree in environmental science, public health, public administration, engineering or a closely related field; and five (5) years of experience related to the construction, repair and maintenance of water distribution, wastewater collection or treatment systems including the operation of a water plants, and advanced nutrient wastewater treatment plant or any equivalent of combination of related education and experience.</p>
Licensing, Registration or Certification:	<p>Background check must be satisfactory.</p> <p>Pre-employment screenings must be passed.</p> <p>Must possess or be able to obtain at time of hire, and maintain a valid driver's license.</p>
Experience	<p>Education and/or experience above or any equivalent combination of education and experience.</p>
Skills, Knowledge and Abilities:	<p>Thorough knowledge of equipment, facilities, materials, methods and procedures used in water distribution, wastewater collection and treatment systems.</p> <p>Considerable knowledge of water and wastewater treatment plant operations and maintenance.</p> <p>Considerable knowledge of water and sewer pipe installation, connection and repair.</p> <p>Ability to interpret specific chemical, mathematical and biological analyses.</p> <p>Ability to guide, direct, evaluate and motivate employees.</p> <p>Ability to organize and supervise the activities of various crews performing construction and maintenance work.</p> <p>Skill in operating a personal computer including word processing, spreadsheet, and data base management. Must be skilled in all standard office programs as well as Excel and data base management.</p> <p>Ability to operate a motor vehicle, phone, copy/fax machine, calculator, detection devices and mobile radio.</p> <p>Ability to effectively meet and deal with the public.</p> <p>Ability to communicate ideas effectively both orally and in writing, with people on all levels and to understand and carry out verbal and written instructions.</p>

CITY OF MARTINSBURG



JOB: UTILITIES DIRECTOR

DATE: 3/5/2020

PAY GRADE: 28

REPORTS TO: CITY MANAGER

PAGE 2 OF 6

		Ability to establish and maintain effective working relationships with City officials, department heads, associates, consultants, governmental agency representatives and the general public.	
Physical:	Body Positions:	Standing, walking, sitting, climbing, balancing, stooping, kneeling, crouching and crawling.	
	Body Movements:	<p>Must use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Must be able to meet any required physical standards.</p> <p>Reach with hands and arms.</p> <p>Must be able to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.</p> <p>Stand, walk, sit, stoop, kneel and crouch.</p>	
	Body Senses	Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, depth perception and the ability to adjust focus.	
Mental:	Language	Ability to read, speak and write English. Ability to effectively communicate and project positive attitude. Must be able to communicate effectively verbally and in writing. Must be able to handle problems in a calm, reasonable manner. Must be able to effectively address issues in a positive manner.	
	Supervision Exercised	Exercises close supervision over assigned treatment plant operators, maintenance workers and equipment operators.	
	Reasonable Accommodations	Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	

3. TASKS and DUTIES OF JOB: General Definition: Performs a variety of skilled, technical, supervisory and administrative work in the planning, construction, operation, repair, maintenance, and replacement of municipal water distribution and treatment systems and wastewater collection and treatment systems. Employee works under the general supervision and guidance of the City Manager. While performing the duties of this job, the employee occasionally works outdoors in all weather conditions. Noise level in the work environment is usually moderately quiet in office settings and usually loud in field settings. Employee occasionally works near moving mechanical parts and is

CITY OF MARTINSBURG



JOB: UTILITIES DIRECTOR

DATE: 3/5/2020

PAY GRADE: 28

REPORTS TO: CITY MANAGER

PAGE 3 OF 6

occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock. Field inspection in varying weather conditions may be hazardous. Greases, solvents and chemicals used in the operation of equipment and analytical laboratory work can be hazardous if improperly used.

1	Maintains the required confidentiality of all work. Personnel matters, legal suits and industrial trade secrets are confidential.
2	Supervised and maintains the water distribution system, the wastewater collection system, treatment plants, pumping stations and lift stations to control flow and processing of water and wastewater, sludge, and effluent in order to meet state permit, NPDES, or other local, state or Federal regulations.
3	Plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide quality water distribution and wastewater collection and treatment services for the City; Oversees construction and maintenance work to determine acceptability and conformance to standards.
4	Supervises the installation, maintenance, and repair of electrical systems for the water distribution and treatment system and the wastewater collection and treatment system.
5	Oversees the analysis of water, wastewater, and effluent samples to provide data for the efficient operation of the Water and Wastewater Treatment Plants.
6	Trains, supervises, evaluates and disciplines employees performing the duties of maintenance, construction and repair of water distribution, wastewater collection and treatment facilities; approves/disapproves leave benefits; validates payroll.
7	Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of water distribution and treatment systems, wastewater collection and treatment systems and other department facilities.
8	Inspects and supervises the repair of water quality equipment, sewer collection systems, pumping station, meters, and treatment plant systems at frequent intervals to ensure that all aspects of the system are functioning properly.
9	Requisitions and maintains needed supplies for the water and wastewater departments and maintains a variety of records relating to personnel, equipment, supplies, and water consumption and distribution reports.
10	Applies for and maintains the N.P.D. E.S permit and modification and sludge disposal permit; makes application and applies for annual West Virginia Laboratory Certification.
11	Oversees the sludge land application program.

CITY OF MARTINSBURG



JOB: UTILITIES DIRECTOR

DATE: 3/5/2020

PAY GRADE: 28

REPORTS TO: CITY MANAGER

PAGE 4 OF 6

12	Advises City officials in matters relating to department activities; provides information to various civic, educational and public groups and individuals regarding water distributions, wastewater collection and treatment activities.
13	Supervises, instructs and assists assigned crews in water distribution, wastewater collection and treatment activities.
14	Ensures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies for the store room.
15	Responds to complaints regarding water and wastewater system failures, leaks or other problems; evaluates situation, determines if liability lies with the City or the property owner; explains findings to property owners and notifies repair crew if necessary.
16	Contacts residents and business owners in area where water or sewer services will be interrupted and explains the nature of the interruption and when services will be restored.
17	Ensures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
18	Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
19	Assists in motivating and evaluating personnel by acting as a liaison between crew members and other supervisors.
20	Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of water distribution, wastewater collection and treatment systems and other department facilities to ensure that all equipment is in proper working order.
21	Prepares departmental budgets annually making recommendations in the short and long term planning of capital improvement projects.
22	Assists in the design and installation of new water distribution lines, wastewater collection lines, pumps or related treatment plant systems and facilities.
23	Resolves billing problems regarding water and sewer bills, connection charges or repair charges with property owners, tenants or others using the water and sewer utilities.
24	Monitors pretreatment user to assure compliance with discharge requirements.
25	Enforces rules, regulation, policies and procedures relating to the operation of the water and wastewater utility systems.

CITY OF MARTINSBURG



JOB: UTILITIES DIRECTOR	DATE: 3/5/2020
PAY GRADE: 28	REPORTS TO: CITY MANAGER
PAGE 5 OF 6	

26	Any and all other duties assigned by the City Manager.
4. MEASURES OF PERFORMANCE:	
1	Has a thorough understanding of job duties.
2	Shows an interest in job and City. Represents the City in a professional and ethical manner.
3	Communicates effectively with co-workers and supervisors. Maintains positive relationships with co-workers, City officials, the public and all contacts.
4	Accepts and adapts to change, Learns new things quickly.
5	Cares about quality-rarely makes errors, Requires little direct supervision, able to work independently.
6	Has ability to multi task in changing situations, without undo stress or frustration.
7	Practices quality employee/customer service/phone manner/public engagement.
8	Accurate in duties as assigned.
9	Prepares required reports accurately and timely.
10	Strives to develop and maintain skills necessary to progress in the position. Seeks opportunities to grow and develop in the Utilities Director position.

I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.

Employee	Date	Supervisor
		Date