



City of Irving Job Description

Water Utilities Director

FLSA Status:	EXEMPT	Job Department:	Water Utilities
Job Code:	1U01	Reports To (Job Title):	ACM Public Works and Infrastructure

PURPOSE

To direct and manage the activities and operations of the Water Utilities Department, which include the operation, maintenance, and repair of the water and wastewater systems and water quality activities that ensure public health, safety, and welfare.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Direct, oversee, and participate in the development of the department work plan.
- Develop Water Utilities Department strategic plan, track progress and provide results for review by city management.
- Represent the department before the City Council through presentations on relevant topics and preparation and explanation of agenda items.
- Evaluate annual revenues and expenditures and recommend required water and sewer rates to the City Manager and City Council.
- Budget and plan capital improvements projects to provide water and wastewater services.
- Monitor work activities, implements policies, and evaluates work procedures.
- Recommend goals, objectives, policies, and procedures for Water Utilities Department.
- Participate with water associations and regional water agencies to address issues of regional, state and national concern.
- Direct and manage all the staff assigned to the Water Utilities Department including hiring, selection, performance appraisals, discipline and termination.
- Direct and oversee the divisions within the department, including water supply, water distribution, wastewater collection, engineering, project management, water conservation, water reuse, environmental compliance, billing, customer service, and Geographic Information Systems (GIS).
- Prepare the department budget and oversee implementation and administration of approved budget.
- Review and approve the time, material, and equipment used in department activities.
- Respond to complaints, questions, and concerns about Water Utilities Department activities.
- Ensure safe work practices by department personnel.
- Direct the emergency operations of the Water Utilities Department.
- Represent the City before the federal, state, and local courts.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Coordinate water utilities activities with other City departments and outside agencies.
- Attend meetings of the City Council and other groups and committees in order to provide information relating to water utilities operations.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 163 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

- Responsible for developing, administering and coordinating budgets for the Water Utilities Department totaling approximately \$112 million.
- Review and authorize the full scope of department purchases and determines expenditure levels to establish for all new p-card accounts.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree from accredited four year college or university in Civil Engineering, Environmental Engineering or a related field.

EXPERIENCE

- Ten (10) years of experience in the administration of programs for water utilities and/or wastewater field, including at least five (5) years in a supervisory position.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or the ability to obtain one, may be required.
- Appropriate water and wastewater certifications from the Texas Commission on Environmental Quality (TCEQ).
- Licensing as a Professional Engineer in the State of Texas.

KNOWLEDGE OF

- Architectural Principles: Reading and writing basic plans and blueprints.
- Design: Design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Construction Principals: Materials, methods, and the appropriate tools to construct objects, structures and buildings.
- Budgeting and Accounting: Budgeting and accounting principles and practices, and the analysis and reporting of financial data.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Regulations: Federal, state, and municipal restrictions, laws, and ordinances.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Personnel and Human Resources (HR): Policies and practices involved in personnel/HR functions, including selection, supervision, training, performance evaluations, and termination.
- Construction Contracts: Regulations and principles for developing specifications, bidding projects, and approving invoices for payment.
- Utilities Construction: Engineering and other materials, methods, laws, and tools to safely and accurately complete utilities construction projects.

SKILLS AND ABILITIES IN

- System Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- System Perception: Discerning when important changes have occurred or likely will in a system.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Service Orientation: Actively looking for ways to help people.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Goal-oriented Crisis Communication: Effectively structuring questioning, answering, and listening interactions with clients to determine their needs in urgent situations.
- Negotiation: Bringing others together and trying to reconcile differences.
- Persuasion: Convincing others to approach things differently.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency.
- Public Speaking: Effectively communicating through speech with an audience.

- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- Judgment & Decision Making: Weighing the relative costs / benefits of a potential action.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.

GUIDANCE RECEIVED

City Mission and Goals

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

CONTACTS

The persons contacted in the performance of duties includes the senior management team of the city, vendors and senior executives of other agencies in order to establish policy, represent and move forward with the city's strategic initiatives and negotiate terms and conditions of future water initiatives that have a broad impact.

EQUIPMENT AND PROPERTY

This position uses the full scope of general office equipment including computers, copiers, and fax machines; operates a vehicle to drive from one work site to another.

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.*

The employee constantly is required to see. Frequently, s/he is required to drive a vehicle, listen, sit, talk, and/or walk. Occasionally, s/he is required to stand. Rarely, s/he is required to climb, grasp, handle, feel, push, pull, kneel, lift up to 10 pounds, and/or reach.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.