



## City of Irving Job Description

### Assistant Water Utilities Director

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|---------------------|--------|--------------------------------|--------------------------|
| <b>FLSA Status:</b> | EXEMPT | <b>Job Department:</b>         | Water Utilities          |
| <b>Job Code:</b>    | U021   | <b>Reports To (Job Title):</b> | Water Utilities Director |

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#### **PURPOSE**

To manage, plan, direct, and review the daily activities and operations of the assigned divisions within the Water Utilities Department, which include pumping, raw water pumping, SCADA, Enterprise GIS for entire city, utility construction inspections, utilities engineering, and environmental compliance 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.\*

- Negotiate, administer and conduct interviews associated with consultant contracts for planning, design and maintenance of raw water facilities and pipeline, water distribution pump stations and tanks, wastewater lift stations and the SCADA system; prepare bids and manages construction for related projects; coordinate projects with other city departments.
- Plan the capital improvements for the water distribution, raw water and wastewater collection system piping and coordinates design.
- Coordinate design and construction activities with the CIP Department, the Public Works Team and other city departments as required.
- Manage, direct, and supervise activities of the Raw Water Pumping, Treated Water Pumping, Environmental Compliance, and Enterprise GIS/Technical Support divisions including personnel, dispatch and training.
- Monitor and stay up-to-date with water and wastewater regulations; ensure Water Utilities Department is in compliance with EPA and TCEQ regulations.
- Coordinate raw water planning, budget and operational issues with the Upper Trinity Regional Water District, North Texas Municipal Water District and the City of Dallas.
- Oversee security issues and security system improvements for all water facilities.
- Prepare City Council agenda items and presentations for delivery to senior management and the City Council.
- Respond to citizen inquiries, citizen complaints, and open records requests.
- Participate in the development of the department work plan.
- Monitor work activities, implements policies, and evaluates work procedures.
- Recommend goals, objectives, policies, and procedures for Water Utilities Department.
- Ensure safe work practices by assigned personnel.
- Perform related duties as assigned.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Communicate and direct supervisory personnel in daily operations.
- 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 28 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Responsible for developing, administering and coordinating budgets for multiple divisions in the Water Utilities Department totaling \$8.88 million.

## **QUALIFICATIONS:**

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

### **EDUCATION**

- Bachelor's degree from an accredited four-year college or university in civil engineering, environmental science or a related field.

### **EXPERIENCE**

- Five (5) years of experience in the administration of programs for water utilities and/or wastewater field, including at least two (2) years in a supervisory position.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license
- 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 specifications.
- 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 including the Safe Drinking Water Act.
- 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.
- Water Contracts and operating agreements: Contract requirements with the City of Dallas, Trinity River Authority, North Texas Municipal Water District, Upper Trinity River Water District, etc.

## **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 orally 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 & Oral Expression: Communicating information and ideas in writing and/or 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**

### **Departmental Goals and Priorities**

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

## **CONTACTS**

Interact with a wide variety of city staff from support staff through department director level as well as external customers for problem solving and explanatory purposes. Work with consultants, contractors and colleagues at other entities such as the City of Dallas, Trinity River Authority, North Texas Municipal Water district, upper Trinity River Water District and the Texas Department of Transportation to ensure that the city's needs are met.

## **EQUIPMENT AND PROPERTY**

Operate city vehicle for travel to and from work sites; use the full range of general office equipment including computers, printers, copiers, fax machines and telephone systems.

## **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. On rare occasion, 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 employee regularly is exposed to vibration, confined work space, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high and precarious work places, improper illumination, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. 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.