

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Wastewater Collection Systems Manager	CLASS CODE: 0528
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	PW Operations Services Manager	DATE: 7/1/2002

Job Summary:

Manages the daily operation and maintenance, provides leadership, and develops the budget for the wastewater collection and storm drainage systems.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Plans, organizes, coordinates, and administers a consolidated program for the City's wastewater collection and drainage systems in conformance with federal, state, and local regulations and requirements.
2. Participates in the planning and development of special studies and design improvements for the wastewater collection and drainage systems and makes recommendations to City staff and consultants.
3. Prepares the division's annual budget, including the maintenance and management plan, and presents the budget to the Operations Services Manager and Director.
4. Manages the approved budget by monitoring expenditures, ensuring maintenance goals are met, and makes mid-year adjustments as needed.
5. Supervises section heads, including hiring, firing, coaching and performance appraisal reviews.
6. Works with subordinate supervisors to develop goals for the division and develops work plans for scheduling of maintenance activities.
7. Addresses division employee issues such as commendations, grievances, discipline, and training. Conducts investigation to determine facts; takes appropriate follow-up actions.
8. Represents Public Works and the sewer division on committees, at public meetings, and one-on-one with staff, citizens, regulators, media, contractors, etc.

Important Job Functions

1. Develops memos, letters, reports, policies, and procedures that go to citizens, regulators, elected officials, managers, peers and subordinates.
2. Works with subordinate supervisors and develops capital improvement plan for sewer facility replacement, and works with engineering and consultant staff to design and construct the projects.
3. Attends meetings and various training seminars and conferences as needed.
4. Performs other duties as required by Operations Services Manager.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

City of Salem
CLASS SPECIFICATION

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Business Management, Public Administration or a related field; and,
Seven to Ten (7-10) years of experience in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Grade IV Wastewater Collection System Operation Certification.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Contemporary office practices and procedures and basic office software products.
- Wastewater collection system and drainage system operation and maintenance.
- Business management including budgeting, accounting, human resources, risk management, law, purchasing and production.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Work independently, analyzes information and makes appropriate decisions.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, read, write, hear and speak for extended periods.
- Bend, kneel, stoop or climb stairs and occasionally work outdoors.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.