



JOB POSTING

Job Title: Utility Manager
Reports To: City Engineer
FLSA Status: Exempt
Department: Public Works

Summary: Oversees all maintenance and operations of the City's Waterworks and tanks, pumping and systems as well as operation of the City's Wastewater collection, pumping and treatment systems as well as the billing for both systems that includes the solid waste contract and billing by performing the following duties:

Duties and Responsibilities include the following. Other duties may be assigned.

Waterworks:

1. Ensures compliance with all Missouri DNR requirements.*
2. Ensures compliance with the City's water system permit.*
3. Serves as first responder to all citizen inquiries.*
4. Supervises the Waterworks, Utility Department and evaluates performance.*
5. Performs day-to-day maintenance operations of the water lines, elevated tanks and ground storage system.*
6. Serves as the City's on-site representative for waterworks capital projects.*
7. Performs required laboratory testing per Missouri DNR requirements.*
8. Produces all necessary documents and records related system operations.*
9. Coordinates all major repairs on the system working with private contractors.*
10. Serves as first emergency contact for any system failures.*
11. Ensure billing system to residents is correct and explainable to the public and to the elected body.

*Essential Function

12. Manage the Waterworks budget and CIP to ensure correct financial information and needs are being met.*

Wastewater:

1. Ensures compliance with all Missouri DNR requirements.*
2. Ensures compliance with the City's treatment plant discharge permit.*
3. Serves as first responder to all citizen inquiries.*
4. Supervises the Wastewater Operator, Wastewater Maintenance and evaluates performance.*
5. Performs day-to-day maintenance operations of the WWTP and lift stations.*
6. Serves as the City's on-site representative for wastewater capital projects.*
7. Performs required laboratory testing per Missouri DNR requirements.*
8. Produces all necessary documents and records related system operation.*
9. Coordinates all major repairs on the system working with private contractors.*
10. Serves as first emergency contact for any system failures.*
11. Manage the Wastewater budget and CIP to ensure correct financial information and needs are being met.*

Public Works

This position is a back up to the Public Works Manager, must coordinate at times in staffing with the Public Works Manager.

1. Must have a good knowledge and ability to operate heavy equipment
2. Must have an understanding of the City operations in streets, facilities and parks
3. Aid in the coordination of major events such as snow or natural disasters
4. Aid when major projects come such as for streets, facilities and curbs/sidewalks.

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.

Language Ability:

Ability to read, analyzes, and interprets the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing software; spreadsheet software; design software; internet software; Microsoft Word; Microsoft Excel and email. Must be able to work Encode software for Utility.

Education/Experience:

Bachelor's Degree is desired. Equivalent combination of education and multiple years' experience can be considered in lieu of Bachelor's degree.

Certificates and Licenses:

Water Operating Licenses DS #2
"C" Wastewater Operator's license

Knowledge, Skills and Other Abilities:

- Complete understanding of Missouri DNR operation and maintenance requirements.
- Experience maintaining drywell and wet well pumps and their related controls.
- Understanding of laboratory procedures and sampling of all WWTP stages of treatment.
- Complete theoretical understanding of the activated sludge treatment process.
- Minimum five (5) years experience in operation of activated sludge treatment facility.

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 regularly required to use hands. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Must pass the required physical agility testing.

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.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions, which can at times be severe weather.

The noise level in the work environment is usually moderate.

You may access an application on our website: www.cityofpeculiar.org or they are available at Peculiar City Hall, 250 S. Main St. Peculiar, MO 64078. Applications will be accepted until September 16, 2016 at 5:00pm. Please send all applications to the above address, Attn: Human Resources or send them by email to: tprickett@cityofpeculiar.org. The City of Peculiar is an E-Verify employer.