



City of Peoria

HUMAN RESOURCES

Title: Water Services Director

The Ideal Candidate

The ideal candidate will have knowledge of water utilities practices and procedures, national organization and industry standards, safety codes, city ordinances and relevant laws and regulations, personnel management, and construction management. Knowledge and experience with ground water system operations and interaction with the development community is desired. Strong knowledge and experience in budget preparation/management and capital improvement is required for the success of this position.

The ideal candidate will need to be an effective leader with a strong ability to collaborate, build, and maintain relationships with the entire organization and throughout the community. The ideal candidate must possess the capacity and interest to be an effective mentor for staff and have a demonstrated track record of setting a positive example of competence, professionalism, accountability, trust, energy and work ethic while promoting good organizational health and morale; advanced written and oral communication skills are imperative. This individual must be able to adhere to the highest ethical and moral standards and be able to display transparency.

FLSA STATUS: Exempt from overtime under FLSA

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Deputy City Manager

Exercises direct supervision over a staff of professional, technical, and administrative employees

MINIMUM QUALIFICATIONS

- **Education:** Qualified applicants will have a Bachelor's Degree in Engineering or a related field.
- **Experience:** Requires seven (7) years of progressively responsible experience in a medium to large municipal water utility service, including five (5) years in a senior management/director capacity. Requires advanced knowledge in highly specialized systems and procedures. Other combinations of experience and education that meet the minimum requirements may be substituted.
- **Licenses/Certifications/Special Requirements:** Valid AZ Driver's License upon hire.



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PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- A Professional Engineer license (P.E.) is highly desired.
- Master's degree is preferred.

JOB SUMMARY

The purpose of this position is to direct and lead the activities of the Water Services Department. This is accomplished by managing the activities of all divisions including water and wastewater treatment facilities, water production and distribution, wastewater collection and pumping, water resources and conservation, and environmental compliance; working with elected officials, citizens, businesses and the development community; and participating in regional meetings and on committees. This includes organizing, planning, directing, and managing the activities of these divisions to provide an adequate, safe, and efficient water supply and wastewater service in the most effective and efficient manner possible. Other duties include developing objectives, developing and overseeing projects, advising management on special studies and assignments, administering the budget, and assessing needs and requirements.

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

- Provides overall guidance and vision for the Water Services Department that includes a focus on strategic planning, continuous improvement and organization structures for best alignment with the City's mission, vision and values;
- Works with public, internal and external agencies by responding to requests and inquiries, meeting with business representatives, coordinating projects with developers and consultants, coordinating construction projects, and representing the city in meetings and on committees;
- Leads and manages staff in the preparation of the annual budget for the department and administers the expenditure of allotted funds to achieve the greatest economy and efficiency;
- Directs staff activities by planning and prioritizing tasks, ensuring policy and procedure compliance, participating in the hiring process, recommending changes and adjustments, and monitoring staff performance and development;
- Leads staff in formulating long range plans and cost estimates of future expansion and presents findings to the City Council, City Manager and Deputy City Manager;
- Establishes policies, procedures, and methods for the operation and maintenance of the City's water/wastewater systems, and directs and manages the work of the department's employees;
- Monitors and evaluates the effectiveness and efficiency of service delivery methods and procedures;



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- Coordinates with the City Engineer in supervising the design and construction of all phases of water and wastewater utility projects, whether performed by department engineering personnel or the City Engineer's personnel;
- Represents the City on various regional, state and national agencies, task forces and committees.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"				
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.				
Sedentary	Light	Medium	X	Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.

Work Environment for this position is indicated below with "X"			
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.			
Office	X	Outdoors	Vehicle
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, safety footwear, hard hat, as required.

KNOWLEDGE AND ABILITIES:

Knowledge of:



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- Theory and principles of the design and operation of water and wastewater treatment facilities;
- Principles and practices of municipal water and sewer utility construction methods;
- Water quality regulations and regulating agencies;
- Materials, methods, practices, and equipment used in water and sewer system operations and construction, maintenance, and repair;
- Federal, state, and local guidelines that relate to the operation and maintenance of the department;
- Public administration research methods and techniques, forecasting and general budgeting principles and practices;
- Public administration methods of report presentation;
- Municipal government organization and the services normally provided; and modern supervision, evaluation, and training practices and methods.

Ability to:

- Assign work projects to employees based on their area(s) of expertise in order to optimize the use of available staff and equipment;
- Meet all State of Arizona OSHA guidelines and requirements applicable to water treatment, production and distribution facilities;
- Prioritize work projects based on the severity of the problem, potential danger to the public, potential loss to the City, and other pertinent factors; and adjust work schedules to meet emergency conditions;
- Supervise subordinate employees including participation in hiring, terminating, instituting disciplinary actions, conducting performance evaluations, and reviewing work of staff for accuracy and completeness;
- Devise and analyze recommendations concerning policies, methods, and procedures for improving productivity;
- Deal effectively with contractors, utility customers, City officials, industry representatives, and the general public;
- Present written and oral technical management reports addressing short- and long-range planning;
- Apply general budgeting principles and practices in order to prepare and monitor an operating and maintenance budget;
- Conduct ongoing and special studies, or consider those prepared by subordinate staff, relating to the Water Services Department, in order to ensure that optimum service, increased productivity, and/or a continuous improvement process is effectively maintained;
- Stay current on and make appropriate policy recommendations concerning area of specialty and/or industry activities and legal issues; and
- Establish and maintain effective working relationships with department managers and directors, contractors, and the general public.