

City of Fort Worth, Texas Job Description

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| Classification Title | Assistant Water Director | | |
| Job Code: | AD1161 | Job Family: | Assistant Department Directors |
| Pay Grade | 307 | Date Created: | 09/02/15 |
| FLSA Status | Exempt | Date Revised: | |

GENERAL SUMMARY

Assists in the planning, directing and managing of the activities, employees and operations of the Water Department; coordinates assigned activities with other departments and outside agencies; oversees administrative and programmatic activities and special projects and ensures effective planning and prioritization of departmental services; and provides complex administrative support to the Water Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assists in directing the activities of the division/department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Assists in directing and managing the development and implementation of departmental goals, objectives, policies and priorities.
3. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
4. Assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; directs and implements changes; serves as project leader of assigned programs and projects; and tracks and monitors progress on assigned projects.
5. Oversees and participates in the development and administration of the department's budget and annual business plan; forecasts funds needed for staffing, equipment, materials and supplies; tracks spending; and implements budgetary policy and procedures.
6. Coordinates with wholesale customers; responds to citywide customer complaints/concerns; provides customer service to internal and external customers; and responds to requests for information.

7. Represents the Water Department to other departments, elected officials and outside agencies; and coordinates assigned activities.
8. Provides executive level staff assistance to the Water Director; participates on a variety of boards, commissions and committees; and provides staff support to assigned boards and commissions.
9. Manages the inspection, repair, operation and maintenance of water distribution, wastewater collection and reclaimed water systems, as assigned.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
12. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Principles and procedures of management systems and reporting.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations.
- City personnel policies and procedures.
- Fiscal planning and budget preparation.
- Utility service area, growth and expansion estimates, water system demands and projection.
- Technical aspects of water, wastewater and reclaimed water utility pipeline inspection, repair, operation and maintenance.
- Modern methods, tools, equipment, materials and work practices utilized in water utility operations.
- Physical, chemical and biological wastewater treatment process.
- Risk Management Plans and safety protocols.

- **Skill in:**

- Organization and time management.
- Computers and applicable software.
- Data analysis and problem solving.
- Managing multiple programs, projects and tasks.
- Interpersonal relations and customer service.
- Negotiation.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Assist in managing and directing water/wastewater activities and operations.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Plan, organize, direct and coordinate the work of subordinate staff.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Participate in the preparation and administration of large and complex budgets.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major coursework in public administration, engineering, chemistry, biology or a related field and six years responsible water and sewer utility administration and operation experience, including four years of supervisory experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

Depending on assignment, possession of, or ability to obtain, appropriate water/wastewater treatment and operation certification from the Texas Commission on Environmental Quality (TCEQ).

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.