

City of Fort Worth, Texas Job Description

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| Classification Title | Deputy Water Director | | |
| Job Code: | DD1011 | Job Family: | Deputy Department Head |
| Pay Grade | 308 | Date Created: | 12/9/2017 |
| FLSA Status | Exempt | Date Revised: | 03/06/2018 |

GENERAL SUMMARY

Plans, directs and manages the activities, employees and operations of complex, broad scoped divisions of the Water Department; coordinates 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 highly responsible and 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. Provides executive leadership for the strategic and tactical operations of business or infrastructure services provided by the Utility.
2. Develops policies and strategies to maintain operational and financial integrity of the water, sewer and reclaimed systems, align with current and future business objectives, and support the mission of the City of Fort Worth and the Utility.
3. Directs and leads a team charged with executing business strategies related to a combination of functions including human and financial management, capital project delivery, distribution and collection system maintenance, organizational development, strategic planning, information technology, development services, certain regulatory functions, occupational health and safety programs, physical security and emergency management, public engagement and education, conservation, metering and billing, and call center services.
4. Directs, monitors and evaluates operational and financial performance and recommends and implements corrective measures in order to sustain the systems and financial integrity of the Department.
5. Advises the Water Director on all matters related to the construction of capital improvements, operational management of the distribution and collection systems or the financial management of the system, ensuring the preparation and maintenance of

proper records and reports in accordance with applicable laws, ordinances, policies and regulations.

6. Participates in the development of executive level conceptual planning and ensures overall integration of the plan by applying executive level business management principles and practices.
7. Forecasts, allocates, and monitors the human, physical and financial resources for the Utility and leads, directs and is responsible for the Information Technology needs of the Utility including forecasting, planning, cost/benefit analysis, and budgeting related to technology investments and initiatives.
8. Implements construction activities and capital improvement needs to assure and maintain system reliability.
9. Ensures the development and implementation of rates and charges necessary to execute operations and maintenance of the system as well as necessary capital funding for the Capital Improvement Plan to include the issuance of various debt instruments and other financing tools and the ongoing monitoring of capital project expenditures.
10. Represents the organization in meetings with representatives of other governmental agencies, special boards and committees, Utility customers, private firms and industry groups.
11. Applies principles and practices relating to water, wastewater, and reuse water infrastructure planning, development, environmental and regulatory requirements and maintenance.
12. Responds to and resolves sensitive inquiries and complaints from both internal and external sources; and
13. Perform related duties and responsibilities as required.
14. 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.
15. 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.
 - Manage and direct 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 seven years responsible water and sewer 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.