

City of Fort Worth, Texas Job Description

Classification Title	Lake Worth & Security Manager		
Job Code:	MG1411	Job Family:	Management
Pay Grade	613	Date Created:	08/22/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Oversees operations of Lake Worth Management Office and Security and Safety Section of the Water Department. Implements Lake Worth Capital Improvements Implementation Plan according to schedule and within budget; and acts as Water Department's Emergency Operations Center Manager in the event of a water or sewer emergency.

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. 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.
2. Acts as Program Manager for Capital Improvement projects as Lake Worth. Develops and implements public education programs on projects; provides project updates to neighborhood associations; coordinates projects with other City departments; and develops and monitors capital improvement budget.
3. Oversees Safety Operations for the Water Department. Oversees development of safety training programs; monitors number and types of accidents; supervises accident investigations; oversees activities of Accident Review Board; and ensure standards are met for Hazmat training.
4. Supervises Security Operations for the Water Department. Develops and implements capital improvement security program; oversees daily operations of security guard section; develops and monitors the annual operating budget; and supervises responses to intrusions.
5. Supervises operations of Lake Worth Management Office. Oversees property management functions, including appraisals, sales, leases and easement acquisitions; supervises conduct of land use studies and watershed management programs; assigns and supervises project inspections; and develops and monitors operating budget.
6. Serves as Water Department's Emergency Management Coordinator. Assists in the development and implementation of emergency response plans; conducts

emergency response exercise; manages Emergency Response Center for emergency events; and serves as representative for the Water Department at City's Emergency Management Center.

7. Performs other related duties as required.
8. 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.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
 - Program and project management techniques.
 - City ordinances, policies and procedures.
 - Basic engineering and utility construction methods.
 - Developing and implementing safety programs.
 - Measurement techniques for evaluating effectiveness of safety training programs.
 - Physical security techniques; utility construction methods; and watershed management techniques.
 - Real estate appraisals and sales.
 - Federal and state emergency response protocols.
- Skill in:
 - Managing emergency response events.
- Ability to:
 - Communicate clearly and effectively, both orally and in writing.
 - Conduct vulnerability assessments.
 - Explain regulatory requirements to management and technical staff.
 - Incorporate engineering principles into reports and programs.
 - Recommend and implement goals and objectives for providing effective programs and projects.
 - Interpret and explain City policies and procedures.
 - Participate in program budget proposals.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Public Administration, Business Administration, Emergency Management or a related field and five years of increasingly responsible experience in emergency management, safety, security, and/or related field.

OTHER REQUIREMENTS

None.

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, stooping, kneeling, crouching, reaching, 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.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.