**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 50,000 +**

**Operations Coordinator/Water & Sewer**

**CLASSIFICATION:** Personnel System; Requires satisfactory completion of a six month probationary period.

**SAFETY SENSITIVE:** Yes - CDL; Subject to random drug testing

**Purpose of Job**

The purpose of this job is to perform administrative, supervisory and technical functions associated with construction and maintenance of water and sewer systems or water treatment plant operations. Duties and responsibilities include, but are not limited to: assuming the duties of Superintendent in his/her absence; assisting in planning and coordinating activities of water distribution and sewer collection operations or water treatment operations; supervising/participating in installation, maintenance and repair of water and sewer mains/lines; coordinating construction projects; monitors compliance with state and federal guidelines for safe drinking water; collecting data and preparing reports; instructing and disciplining assigned staff; and performing additional tasks as assigned.

**Job Related Requirements**

* WORK SCHEDULE: Monday - Friday, 8:00 am - 5:00 pm. Subject to call back 24 hours a day, seven days per week.
* May be required to work on religious holidays.
* Regular and predictable attendance is required.
* Must work cooperatively with others.
* When requirements include vehicle operation, responsible for the safety, readiness and operation of the vehicle and must abide by the City's safe driving policy.

**Emergency Position**

This position is designated as an emergency position that requires your attendance at work under all types of emergency conditions. Some examples of emergencies include inclement weather, utility failure, fire or other forced evacuations or as determined by the Manager.

**Minimum Training & Experience Required to Perform Essential Job Functions:**

* Associate's degree in related field, with three years water treatment or water distribution and sewer treatment collection, systems, surface water treatment, operations or maintenance experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
* Two years of supervisory experience is required.
* Must possess or be able to obtain a valid Georgia Commercial Driver's License within six months of date of hire.
* Must possess or be able to obtain Georgia Department of Transportation Flagging Certification within six months of date of hire.

**When Assigned to Water & Sewer**

* Must possess Georgia Level 1A Erosion and Sedimentation card; OSHA Competent Person Certification; and appropriate state licenses for water distribution and wastewater collection.
* Essential Duties, Responsibilities:
* The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.
* Supervises and evaluates assigned staff; handles all employee concerns, directing work assignments, counseling and disciplining employees when necessary, and completing employee performance appraisals.
* Assumes the duties of Superintendent in his/her absence.
* Assists in preparing annual budget; makes budget requests/recommendations; monitors expenses.
* Receives and/or prepares letters, reports, correspondence, forms and other documentation; reviews, processes, and/or forwards as appropriate; maintains files and logs; performs other clerical duties.
* Consults with supervisor to resolve operational problems.
* Advises section employees of the city and departmental policies and procedures; assures compliance with local, state and federal laws/regulations.
* Answers the telephone; provides information, advice and guidance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.
* Responds to routine requests for information from officials, employees, members of the staff, the public or other individuals; responds to customer complaints concerning problems with water and sewer services.
* Operates a variety of vehicles and equipment as required.
* Performs other duties as assigned.

**When Assigned to Meter Management:**

* Assists the Superintendent in planning, directing and supervising the operations and maintenance of the AMI Systems.
* Must have a working knowledge of the AMI Systems inclusive to all hardware and software.
* Directly supervises the Construction Maintenance Crew to include work assignments as well as tracks all installation progress from start to finish including traffic control plans, R/W and Lane Closure permits. Manages State of Georgia 811 Call Before You Dig System relative to locate submittals and tracking. Assists in supervising and tracking AMI meter reading functions.
* Coordinates and inspections maintenance, repairs and annual testing of backflow prevention devices and grease trap structures.
* Reviews blueprints, maps and plans associated with public water service and grease trap structures for compliance with local and state guidelines, standards, ordinances, etc.
* Inspects on site structures to determine the degree of hazards to public water system. Inspects grease trap structures to ensure compliance with the city Sewer Use Ordinance.
* Inspects sites to determine the existence of private wells for contaminants to public water system.
* Analyzes the degree of hazards within a structure to determine the type of backflow device needed and proper location.
* Inspects water meter backflow vaults and backflow devices for proper installation.
* Participates in pretreatment inspections conducted by regulatory agencies.
* Keeps abreast of changes to EPD standards and regulations as they relate to the Cross Connection/FOG Control Programs.
* Meets with the public and contractors to discuss and assist with concerns associated with the City/FOG Control/AMI meter reading program and make recommendations.
* Conducts certified backflow specialist training utilizing EPD standards.
* Maintains permanent engineering and computer data files of all required drawings, inspections and annual testing of backflow prevention devices.
* Maintains updated listing of Certified Backflow Testers as required by EPD.
* Coordinates the issuance of permits and certificates of occupancy through the Building Inspections Department.
* Supervises and evaluates assigned staff; handles all employee concerns, directing work assignments, counseling and disciplining employees when necessary, and completing employee performance appraisals.
* Assists in preparing annual budget; makes budget requests/recommendations; monitors expenses.
* Supervises Cross Connection and FOG inspection personnel, plans and coordinates daily work assignments, maintains inspector schedules.
* Provides written notification for noncompliance.
* Stays abreast of the day to day operations of Meter Management.
* Maintains required certifications, i.e. State Backflow Certificate, Water Distribution License, and preferred State Waste Water License.

**When Assigned to Water and Sewer:**

* Assists the Superintendent in planning, directing and supervising the operation and maintenance of the distribution and collection system, including construction, maintenance, fiscal and administrative operations.
* Coordinates construction projects with contractors, utility representatives, and state officials.
* Supervises and participates in the activities of water/sewer service crews in the installation, maintenance and repair of water and sewer mains and lines, and fire hydrants.
* Supervises construction and maintenance personnel; plans and coordinates daily work assignments; maintains crew schedules; organizes and maintains schedule for emergency call-back personnel.
* Responds to emergency and stand-by calls on a 24-hour daily basis.
* Supervises the storage, handling and detonation of explosive materials.
* Interprets blueprints of new and existing water and sewer lines.
* Locates water and sewer lines.
* Maintains fire hydrants.
* Shoots grade.
* Inspects job sites for compliance with written specifications.
* Collects data and prepares reports on construction projects.
* Maintains preventive maintenance schedule for equipment and vehicles; coordinates inspection activities with state Department of Transportation.
* Maintains records of work performed for EPA compliance.

**When Assigned To Water Treatment:**

* Supervises water treatment plant operations and safety training and compliance.
* Supervises treatment and disinfecting of filters.
* Inspects all essential operations equipment on a daily basis; assists in performing minor equipment maintenance.
* Performs preventive maintenance on water filter equipment.
* Maintains a constant inventory of chemicals, equipment, supplies; requisitions chemicals and supplies.
* Assures that maximum water withdrawal permit is not exceeded.
* Assures accurate chemical dosages are maintained.
* Direct process changes.
* Develops training programs; trains employees in the operation and maintenance of equipment and the use of hazardous chemicals; schedules employees for external and/or extended training as appropriate.
* Maintains plant's operational records as required, including daily and monthly records and reports on water quality, chemicals and supplies used, and operation and maintenance schedules.
* Conducts tours of water treatment plant and facilities for the general public.
* Performs the duties of Water Treatment Plant Operator or Water Treatment Plant Operator Supervisor as required.
* Knowledge, Skills and Abilities
* Knowledge of the principles, practices and procedures of the City and the operations and functions of the Public Utilities Department.
* Knowledge of management, human resource management/personnel and financial practices, policies and procedures as necessary in the completion of daily responsibilities.
* Ability to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the position.
* Knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job.
* Knowledge of City policies and procedures pertaining to repair and maintenance of water and sewer mains and lines or water treatment.
* Knowledge of the location of water and sewer mains and lines, and of the methods and practices of installing, maintaining and repairing water and sewer mains and lines.
* Knowledge of water treatment techniques, including sampling and testing, handling and application of chemicals, and use of such equipment as chlorinators, telemetry equipment, water pumps and digital volt meters.
* Knowledge of mathematics and chemistry.
* Knowledge of planning, management, and public relations.
* Skill in laying pipe and in the construction, maintenance and repair of water and sewer lines and mains.
* Skill in supervision and in oral and written communications.
* Skill in the use of such tools as transits, levels, laser equipment, pipe saws, gas monitor, sewer rod and metal detector.
* Skill in utilizing various software programs relevant to the position.
* Skill in organizational, management, human relations, and technical skills.
* Ability to develop and administer policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals.
* Ability to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc., as they pertain to departmental and human resource/personnel operations and activities.
* Ability to develop and implement long-term goals for the department in order to promote effectiveness and efficiency.
* Ability to effectively communicate and interact with subordinates, management, employees, members of the general public and all other groups involved in the activities of the City as they relate to the Public Utilities Department.
* Ability to assemble information and make written reports and documents in a concise, clear and effective manner.
* Ability to use independent judgment and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.
* Ability to comprehend, interpret, and apply regulations, procedures, and related information.
* Ability to handle required mathematical and statistical calculations.
* Ability to read, understand and interpret personnel and financial reports and related materials.
* Ability to operate various machinery and equipment including a pickup truck, backhoe, track loader, tamp, sewer rodding machine, dump truck, chemical feed equipment, laboratory testing equipment, water treatment operating equipment, and electronic pipe locator; and office equipment including a computer, printer, calculator, two-way radio, and telephone.

**When Assigned to Meter Management:**

* Knowledge of City policies and procedures pertaining to the Cross Connection Program, FOG Program and to the repair and maintenance of AMI water meters, collectors, transceivers and handheld units for trouble shooting and data transfers, as well as AMI meter reading functions.
* Knowledge and skills associated with all office and field functions and operational analysis of the AMI system.
* Knowledge of City policies and procedures pertaining to the repair and maintenance of water and sewer mains and lines.

**Supplemental Information:**

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machinery and equipment including a motor vehicle, backhoe, track loader, tamp, sewer rodding machine, dump truck, electronic pipe locator, chemical feed equipment and laboratory testing equipment; and office equipment including a computer, printer, calculator, two-way radio, and telephone. This position requires: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motion. Must be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently. Physical demand requirements are at levels of those of medium work. May be exposed to such elements as diseases, toxic chemicals, raw sewage, inclement weather, and unregulated high-pressure water flows.

**DATA CONCEPTION**: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving/receiving assignments and/or directions to/from co-workers, assistants or supervisors.

**LANGUAGE ABILITY**: Requires ability to read a variety of construction drawings, blueprints, informational documentation, directions, instructions, methods and procedures. Requires the ability to prepare letters, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to individuals and/or groups of people with poise, voice control, and confidence.

**INTELLIGENCE:** Requires the ability to learn and understand relatively complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical or professional languages including water treatment, constructions, electrical, budgeting, legal, civil/mechanical/environmental engineering and mechanical/plumbing terminology.

**NUMERICAL APTITUDE**: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; interpret graphs; compute discount, interest, profit/loss, ratio/proportion, etc.; perform calculations involving variables/formulas/square roots/polynomials; perform statistical calculations which include frequency distributions, reliability and validity of tests, correlation techniques, factor analysis, and econometrics.

**FORM/SPATIAL APTITUDE**: Requires the ability to inspect items for proper length, width, and shape, visually with a variety of machinery and equipment including a motor vehicle, backhoe, track loader, tamp, sewer rodding machine, dump truck, electronic pipe locator, chemical feed equipment, laboratory equipment, and water treatment operating equipment; and office equipment including a computer, printer, calculator, two-way radio, and telephone.

**MOTOR COORDINATION**: Requires the ability to coordinate hands, fingers, and eyes accurately in using equipment. Requires the ability to lift, bend, push, pull, manipulate equipment/tools and objects as the position necessitates.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items such as automated equipment, office supplies, computer supplies, laboratory apparatus, chemicals, gauges, hand and electric tools. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION**: Requires the ability to differentiate between colors and shades of color.

**INTERPERSONAL TEMPERAMENT**: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate to high stress when confronted with an emergency.

**PHYSICAL COMMUNICATION**: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.