

WATER AND SEWER OPERATIONS MANAGER

The City of Lincoln, Alabama is seeking a highly skill and motivated with a strong aptitude in water and sewer operations management to join our Utilities department team as the Water and Sewer Operations Manager. Reporting to the Superintendent of Utilities, the Water and Sewer Operations Manager will perform, plan, and manage the daily operations of the water and sewer division of the City's Utilities department to ensure regulatory compliance for all local, state, and federal laws. The Water and Sewer Operations Manager is responsible for the operation and maintenance of the City's water and sewer utilities, the supervision of department staff, ensuring equipment and processes are operating effectively, performs preventative maintenance, maintains, and submits records of operation, repair and data for required reports, etc.

FUNCTIONS/DUTIES (include, but not limited to):

- Manage and participate in the development and implementation of City objectives, policies, and priorities of the department; recommend and administer processes, policies, and procedures.
- Monitor and evaluate the efficiency and effectiveness of water and sewer service delivery methods; recommend, within Department policy, appropriate service, and staffing levels.
- Plan, direct, coordinate and review the department needs; assign work activities, projects, and programs; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.
- Supervise department staff to include job assignment, safety supervision, inspection of work performed, and vehicle/equipment use and maintenance.
- Train, motivate and evaluate department staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and recommend disciplinary action as appropriate.
- Visit job sites and evaluate scope of work, make recommendations for improvement, locate service lines; perform inspections; monitor progress and ensure conformance to all rules, methods, and procedures/standards.
- Maintain inventory of department materials, equipment, and supplies; initiate orders for new or replacement materials and process invoices as needed.
- Communicate with contractors, suppliers, or other individuals concerning services or supplies.
- Maintain effective working relationships with sources of water supply, ADEM, EPA, and other regulatory agencies to ensure a reliable, competitive, and sanitary water supply for the City.
- Consult with the Mayor and Council concerning plans and policies of potable water supply and wastewater collection operations.
- Participate in the development and administration of the department capital and operational budgets; forecast needed for staffing, equipment, materials, and supplies; approve department expenditures and implement budgetary adjustments as appropriate and necessary.
- Represent the Water Utilities department to other departments, elected officials, media, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Participate in the planning, direction, and control of natural disaster emergency response and emergency operations as determined by written policies, laws, codes, and regulations with other department heads and assisting agencies.
- Participate on a variety of boards, commissions, and committees as required.
- Prepare and present departmental reports and other necessary correspondence.

- Attend and participate in City Council meetings, professional group meetings, and related events; stay informed of new trends and innovations in the field of water and wastewater.
- Perform routine labor and work non-standard hours as required.
- Perform all other job-related duties and special projects as assigned.

QUALIFICATIONS:

- Must be a graduate from an accredited high school or hold a certificate of high school equivalency (GED) with ten (10) to fifteen (15) years of progressively responsible supervisory experience in the operation, maintenance, and repair of municipal water/sewer utility systems. Post-secondary education in a related field is considered an asset.
- Must be certified by the State of Alabama as a Grade II Water Treatment Operator and/or a Grade II Wastewater Treatment Operator or higher.
- Must possess a valid Alabama driver's license and a driving record suitable for insurability.
- Must be willing to travel overnight to attend relevant courses, conferences, and workshops.
- Must possess intermediate computer skills with knowledge of common office software and willingness to learn special and implement software as related to the position.
- Must be physically able to perform the essential functions of the position.
- Must be willing to work non-standard hours which may include evenings and weekends.

HOURS OF WORK: Hours of work may vary, but are typically 6:00 a.m. to 3:00 p.m. Evenings and weekends may be required of this role.

SALARY: The salary range for this position is \$65,104.00 to \$80,100.00 annually. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit an employment application and/or detailed cover letter and resume to the email address below. If applying by e-mail, please ensure job position is included in subject line. **We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.**

CONTACT:

Attention: Mayor Lew Watson
P.O. Box 172 | 150 Magnolia Street | Lincoln, Alabama | 35096 | P: 205.763.7777
E: hr@lincolnal.org | W: www.lincolnalabama.com