

<p>City of St. Charles Position Description</p> 	<b>Position Title</b>	Water Division Manager			
	<b>Department</b>	Public Works	<b>Division</b>	Environmental Services	
			<b>Section</b>	Water	
	<b>Full/Part Time</b>	Full Time	<b>Union</b>	Non-Union	
	<b>Reports to</b>	Environmental Services Manager	<b>Positions Supervised</b>	<ul style="list-style-type: none"> <li>• Assistant Division Manager – Water</li> <li>• Certified Water Operator(s)</li> <li>• Water Laborer/Operator</li> <li>• Summer Employee(s)</li> <li>• Outside Contractors</li> </ul>	
<b>FSLA Status</b>	Exempt	<b>Salary Grade</b>	I		

#### Position Description Overview

This position, under the general supervision of the Environmental Services Manager, is responsible for planning, coordinating, and supervising the operation and maintenance activities of the Water Division, which includes: water storage, pumping and supply, water distribution, and water treatment facilities. The Water Division Manager ensures compliance with municipal, state, and federal regulations regarding operation, maintenance, and finished water quality standards of a public water supply. This position may also be required to assist with wastewater and sanitary collection activities related to operation, maintenance and regulatory issues.

#### Essential Job Functions

##### *Standard*

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

##### *Position-Specific*

1. Plan, coordinate, inspect, and supervise the work and employees of the Water division.
2. Assure safe work methods are used including providing safety education and training as needed in support of departmental and City safety goals and objectives.
3. Coordinate the response and/or respond directly to emergency situations such as equipment breakdowns or water main breaks.
4. Submit appropriate reports and documentation to the Environmental Services Manager as may be

- required by the Illinois and United States Environmental Protection Agencies.
5. Inspect and document work in progress of employee and contractor projects to ensure proper tools, equipment, and safety precautions are used, and acceptable quality and craftsmanship is delivered.
  6. Develop and implement work methods, processes, and procedures to maximize efficiency and effectiveness.
  7. Monitor the system facilities in accordance with applicable laws, rules and regulations. Inspects machinery, equipment, and controls for defects and breakdowns. Make adjustments as required.
  8. Investigate service concerns and deal directly with the public.
  9. Assist with the preparation and implementation of the Water Division's budget.
  10. Supervisory responsibilities include establishing performance standards; training and developing subordinate employees; assigning and directing work; monitoring productivity and conduct, providing feedback and assessing performance; and ensuring compliance with City and departmental policies, rules, regulations and ethical standards.
  11. Assist with personnel matters such as hiring, promotion, and discipline, and termination.

**Additional Job Functions**

*Standard*

1. Contribute to a positive group environment by:
  - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.
  - Participating in proactive team efforts to achieve departmental and City-wide goals;
  - Assisting other co-workers on special projects as required; and
  - Providing leadership to others through example and by sharing knowledge and skills.
2. Perform other duties as required or assigned.

*Position-Specific*

1. Assist the Environmental Services Manager and the Director of Public Works in setting goals and objectives. Assist with the preparation and administration of the Water Division budget.
2. Support other departments and divisions in the abatement of emergency situations and routine requests for assistance.
3. Requisition materials and supplies as required.
4. Perform Water Division duties when necessary.

**Basic Requirements**  
For successful performance in this position, the incumbent will need to demonstrate the following:

<b>Knowledge</b>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Proficient knowledge in personal computer skills, electronic mail, record keeping, database activity, and word processing.</li> </ol>
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	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Considerable knowledge and understanding of basic laboratory tests.</li> <li>2. Thorough knowledge of the laws, rules, and ordinances governing water and wastewater systems.</li> <li>3. Working knowledge of Windows, Excel, Calendar Creator, Lotus Notes, and other software programs.</li> <li>4. Considerable knowledge of the operation, maintenance, and repair of all relevant machinery, equipment, and tools related to water and wastewater operations.</li> <li>5. Thorough knowledge of work hazards and preventive safety measures and precautions including, but not limited to, OSHA and IDOL standards.</li> </ol>
<p><b>Skills</b></p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public.</li> <li>2. Excellent file maintenance and organizational skills.</li> </ol>
	<p><i>Position-Specific</i></p> <p>N/A</p>
<p><b>Abilities</b></p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Demonstrated ability to handle confidential material and information in an ethical, professional manner.</li> <li>2. Demonstrated ability to handle multiple tasks simultaneously and in a timely manner.</li> <li>3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages.</li> <li>4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives.</li> <li>5. Ability to develop work methods and procedures with initiative and good judgment and to use resourcefulness and tact in meeting new challenges.</li> <li>6. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.</li> <li>7. Ability to speak and communicate clearly in an office environment.</li> <li>8. Ability to speak effectively before groups of customers or employees.</li> <li>9. Ability to compose routine correspondence and routine reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone.</li> </ol>

	<ol style="list-style-type: none"> <li>10. Ability to collect, logically organize, and analyze information, and make appropriate decisions or recommendations within scope of position responsibilities.</li> <li>11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.</li> <li>12. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content.</li> <li>13. Possession of a valid driver's license.</li> </ol> <p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Ability to investigate safety concerns and deal directly with the public.</li> <li>2. Ability and willingness to respond to emergencies twenty-four (24) hours a day, seven (7) days a week, and carry a wireless communication device.</li> <li>3. Ability to maintain primary residency within the following boundaries within one (1) year of employment: Commencing at the center of the intersection of Route 20 and IL Route 59 proceed westerly along Route 20 to Plank Road (Kane County Route 22 and 38), continuing west along Plank Road to County Line Road, continuing south along County Line Road to the Union Pacific Railroad tracks, continuing northwesterly along the Union Pacific Railroad tracks to the northerly extension of South Kincaid Street (on the west side of Maple Park), continuing southerly along South Kincaid Street extended southerly to IL Route 38, continuing southeasterly along IL Route 38 to County Line Road, continuing southerly along County Line Road to Perry Road (Kane County Route 4), continuing easterly along Perry Road to Harter Road, continuing southeasterly along Harter Road to Lorang/Dugan Roads, continuing south along Lorang/Dugan Roads to Route 30, continuing east on Route 30 to IL Route 56, continuing easterly along IL Route 56 to Galena Boulevard, continuing easterly on Galena Boulevard to Orchard Road, continuing northerly along Orchard Road to Indian Trail Road, continuing easterly along Indian Trail Road to IL Route 31, continuing northerly along IL Route 31 to I88, continuing easterly along I88 to IL Route 59, continuing northerly along IL Route 59 to Route 20, also including the City of West Chicago that is westerly of County Farm Road.</li> <li>4. Possession of a valid CDL class driver's license, with appropriate endorsements, or receipt of one within six (6) months of commencing employment.</li> </ol>
<p><b>Education &amp; Experience</b></p>	<ol style="list-style-type: none"> <li>1. Bachelor's degree in Environmental Science, Chemistry, or a related field required.</li> <li>2. Eight (8) years of technical experience in water supply system operation, maintenance, and repair.</li> <li>3. Five (5) years of supervisory experience.</li> <li>4. Possession of a Class B water operator's license issued by the Illinois EPA. IEPA Wastewater Operator certification is a plus.</li> <li>5. Any equivalent combination of experience and education that provides the</li> </ol>

	required knowledge, skills, and abilities.
<b>Physical/  Environmental  Demands</b>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.</li> <li>2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.</li> <li>3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as equipment backup alarms and electronic communication devices.</li> <li>4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.</li> </ol>
	<p><i>Position-Specific</i></p> <p>Moderate physical activity including:</p> <ol style="list-style-type: none"> <li>1. Ability to lift, carry, or move heavy objects and use heavy tools and/or equipment weighing up to 50 pounds.</li> <li>2. Ability to work outdoors in a variety of weather conditions, such as extreme heat and cold, high winds, severe snow or rain storms, flood conditions, etc.</li> <li>3. Ability to work under varying environmental conditions both indoors and outdoors, which may include dust, dirt, poor visibility, noise, etc.</li> <li>4. Ability to perform manual labor under a variety of conditions, which may require walking, climbing, crawling, kneeling, stooping, shoveling, standing, and/or sitting for extended periods of time.</li> </ol>

## Position Description Acknowledgement

**Position Title**

Water Division Manager

**Revised/Updated**

1/24/14

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date