

City of St. Charles Position Description  ST. CHARLES SINCE 1834	Position Title	Public Works Manager – Environmental Services		
	Department	Public Works	Division	Environmental Services
			Section	
	Full/Part Time	Full Time	Union	Non-Union
	Reports to	Asst. Director of Public Works - Engineering	Positions Supervised	<ul style="list-style-type: none"> • Water Division Mgr. • Wastewater Division Mgr.
	FSLA Status	Exempt	Salary Grade	F

Position Description Overview

This position, under the general supervision of Assistant Director of Public Works, manages the operations of the environmental services of the department, including water supply, treatment and distribution, waste water treatment and collection, environmental laboratory, solid waste (recycling, waste, and refuse), and jointly with Public Works Manager – Public Services manages storm water collection/drainage units in accordance with City, state, and federal policies, ordinances, regulations and laws.

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. Provides skillful administrative management of the Environmental Services Office for effective planning and organization by:
 - Developing a business plan, including long-range division plans and objectives;
 - Maintaining current knowledge of environmental, wastewater treatment and water treatment developments/techniques;
 - Assisting in the preparation and administration of the annual operation, capital and maintenance budget;
 - Developing administrative standards and procedures;
 - Participate and facilitate Safety Committee meetings to ensure compliance with bargaining unit policies, OSHA regulations, and annual training requirements;
 - Administering City and bargaining unit policies and contracts;
 - Developing and preparing a formal business plan for the division, including budget, budgetary expenditures, and capital improvements plan;
 - Responding to citizen inquiries for information or service;
 - Overseeing the estimation of amounts and costs of materials needed for jobs and ordering

- supplies;
 - Providing leadership skills and superior knowledge of accepted management principles and practices;
 - Discussing individual job performance with subordinates and providing effective performance evaluations and other advice, counseling, or discipline as necessary;
 - Overseeing division employees' schedules, assignments, and attendance;
 - Gathering and forwarding payroll for Human Resource review; and
 - Participating in and/or conducting division meetings.
2. Manage and prioritize future Capital Projects while working closely with the various Public Works Divisions and appropriate regulatory agencies.
 3. Prepare, oversee or direct consultant engineers regarding the preparation of studies, plans, specifications and construction inspection on new subdivision development and municipal-sponsored Public Works projects/programs.
 4. Coordinate with the Assistant Director of Public Works and Community Development Department in the review of engineering plans, specifications and construction inspection associated with new subdivision development, and site plans within the corporate boundaries of St. Charles.
 5. Supervises staff and projects responsible for operating and maintaining the City's water supply, treatment, laboratory and waste water treatment by:
 - Planning, assigning, delegating, and supervising staff work activities and water and waste water division projects;
 - Monitoring water volume pumped and ensuring proper pump utilization;
 - Coordinating sampling inspections with City's laboratory and other communities' laboratories;
 - Overseeing daily reports and records of chemical use for accuracy and inventory of chemicals;
 - Supervising laboratory staff to ensure chemical and bacteriological quality of treated water;
 - Evaluating and interpreting water quality data for compliance with Safe Drinking Water Act, Clean Water Act, and other federal, state, and/or local requirements;
 - Monitoring present and potential water supply sources;
 - Analyzing operating records to determine treatment plant efficiencies, methods of improving plant performance and preventing equipment failure;
 - Providing engineering design advice and guidance on maintenance and placement of equipment and on complex process and engineering problems;
 - Developing safety procedures;
 - Satisfying and maintaining all reporting requirements in an accurate and timely manner, including:
 - Preparing and submitting monthly waste water discharge reports to the Illinois Environmental Protection Agency (IEPA);
 - Preparing and submitting monthly water quality reports to IEPA;
 - Preparing and submitting annual Industrial Pretreatment report to IEPA;
 - Preparing and submitting annual sludge management report to United States EPA;
 - and

- Preparing annual water quality report for publication;
 - Preparing and manage city's NPDES & MS4 permit requirements jointly with Public Works Manager - PS.
 - Instructing staff in safety and in methods of operation and work; and
 - Coordinating water and waste water maintenance activities with other City departments and Public Works units.
6. Supervises staff and projects responsible for operating and maintaining the City's water distribution system, storm sewers, sanitary sewers, and other Public Works facilities by:
 - Planning, assigning, delegating, and supervising staff work activities and division projects;
 - Updating and administering applicable City codes and standards relating to material specifications for each utility, code revisions for compliance with water and sewer rates, and Federal code changes;
 - Documenting maintenance and utility location information;
 - Preparing related reports and correspondence;
 - Working with other City departments to notify the public of interrupted utility service;
 - Implementing improvements in services and administrative procedures for the division; and
 - Coordinating maintenance activities with other City departments and public works divisions.
 7. Administers City-wide refuse and recycling contracts by working with public businesses and vendors to send, gather, and evaluate requests for proposal and recommending vendor choice to the City Council.
 8. Meets and/or exceeds customer expectations with an unparalleled commitment to excellent customer service and positively promoting and enhancing the services and programs offered by the City of St. Charles.
 9. Supervisory responsibilities include establishing performance standards; training and developing subordinate employees; assigning and directing work; monitoring productivity with City and departmental policies, rules regulations and ethical standards.
 10. Participate and make recommendations in hiring and promotion of personnel
 11. Participate in personnel matters of discipline and termination.
 12. Keep abreast of new developments and techniques as it relates to water (supply, treatment and distribution), wastewater (treatment and collection), laboratory testing, recycling (recycling, waste and refuse), stormwater (collection and drainage) and all associated regulations, policies and laws.

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

Position-Specific – Secondary Responsibilities (This position shall assist the Public Works Department in):

1. Coordinate annual budget process for the Public Works Department. Collaborate with necessary personnel to gather and analyze budget information and enter the data into the software system as directed by the Finance Department.
2. Manage the year round budget maintenance and monitoring associated with monthly forecast review and purchase processing. In addition, verify and examine purchase orders to ascertain correct procedures are being followed as standardized by the Finance Department. Responsible for reviewing operating budgets periodically to analyze trends affecting budget needs.
3. Identify redundancies in contractual services across the Public Works Department and work with Public Works Managers and Division Managers to create and issue Bids, RFP's, RFQ's and work quotations that take advantage of economies of scale.
4. Oversee the processing of invoices, vouchers, purchase orders, and contracts/bids for payment. Interface with Public Works and Finance department staff to ensure proper accounts payable procedures are followed and understood. Ensure procedures are adhered to for all invoices requiring City Council approval.
5. Compose and prepare both routine and technical correspondence, reports, and documents. Arrange and schedule appointments and coordinate with other departments/divisions when necessary. Route various documentation to the proper departments/divisions.
6. Prepare and assist in making presentations before the City Council and Council Committees on matters pertaining to the Department when assigned.

Basic Requirements

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

Knowledge	<i>Standard</i>
	<ol style="list-style-type: none"> 1. Proficient knowledge in personal computer skills, electronic mail, record keeping, database activity, and word processing.
	<i>Position-Specific</i>
	<ol style="list-style-type: none"> 1. Thorough knowledge and expertise of the principles and practices of water supply, treatment, and distribution as well as general Public Works administration and related budgeting, cost control, inventory control, purchasing, and record keeping responsibilities. 2. Thorough knowledge of waste water treatment engineering, pumped systems, environmental laboratories, and water supply and treatment engineering. 3. Extensive knowledge of water distribution, sewer collection, drainage, and

	<p>solid waste collection.</p> <ol style="list-style-type: none"> 4. Extensive knowledge of laboratory procedures required to satisfy EPA reporting requirements for water, waste water, and solid waste facilities. 5. Extensive knowledge of and/or ability to learn current and proposed laws, statutes, rules, regulations, policies, and procedures relating to water, solid waste, and waste water treatment as established by the USEPA, Illinois EPA, City, and other local jurisdictions. 6. Extensive knowledge of the occupational hazards involved and the safety precautions necessary to the safe performance of heavy manual work and equipment operation. 7. Considerable knowledge of and/or ability to learn the geography and the infrastructure of the City.
<p>Skills</p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public. 2. Effective skills in negotiating, public speaking, and conflict resolution. 3. Excellent file maintenance and organizational skills.
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Excellent written and verbal communication skills, including the ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents, to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; and to write speeches and articles for publication that conform to prescribed style and format. 2. Strong personal computer skills to effectively utilize Microsoft Word, Excel, PowerPoint, Outlook, GIS and other proprietary software standard features to create properly designed and formatted documents.
<p>Abilities</p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Demonstrated ability to handle confidential material and information in an ethical, professional manner. 2. Demonstrated ability to handle multiple tasks simultaneously and in a timely manner. 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. 4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives. 5. Ability to develop work methods and procedures with initiative and good judgment and to use resourcefulness and tact in meeting new challenges.

	<ol style="list-style-type: none"> 6. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality. 7. Ability to speak and communicate clearly in an office environment. 8. Ability to speak effectively before groups of customers or employees. 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. 10. Ability to collect, logically organize, and analyze information, and make appropriate decisions or recommendations within scope of position responsibilities. 11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. 12. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content. 13. Possession of a valid driver's license.
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Ability to effectively present information to top management, public groups, and/or council members. 2. Ability to interpret an extensive variety of engineering instructions and deal with several abstract and concrete variables. 3. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry with the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions. 4. Ability to prioritize, organize, and delegate assignments in a timely manner.
<p>Education & Experience</p>	<ol style="list-style-type: none"> 1. Bachelor's degree in Civil, Environmental, Chemical, or Sanitary Engineering or other closely related field required. 2. Eight (8) years of experience in current EPA regulatory environment pursuant to water, wastewater, and solid waste industries with environmental laboratory expertise. 3. Five (5) years of supervisory experience. 4. Highly desired to have at least one of the following, or the ability to obtain both or one of the following licenses within 24 months of hire. Class B Water operator's license and/or Class I Wastewater operator's license. 5. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities. 6. National Incident Management System (NIMS) training as required.
<p>Physical/ Environmental</p>	<p><i>Standard</i></p>

Demands	Light physical activity performing non-strenuous daily activities of a productive/technical nature at moderate noise levels in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation, including: <ol style="list-style-type: none"> 1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch. 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. 3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc. 4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.
	<i>Position-Specific</i> <ol style="list-style-type: none"> 1. Working near moving mechanical parts and in high, precarious places.

Revised 3/1/2016

Position Description Acknowledgement	
Position Title Public Works Manager – Environmental Services	Revised/Updated 3/1/16
<p>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.</p> <p>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.</p>	
_____ Employee	_____ Date
_____ Supervisor	_____ Date
_____ Human Resources	_____ Date

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