

City of New Iberia, La

Director – Municipal Wastewater Utility

Department: Wastewater
Reports to: Mayor

SUMMARY

Advanced level work directly responsible for management of the City's wastewater utility infrastructure. Directs activities of four supervisors and twenty-five workers in the Wastewater Utility, concerned with the operation, maintenance and replacement of the City's sanitary sewer collection lines, pump stations, forcemains and treatment plants. Interprets existing City policies and develops departmental policy to effectively implement the goals and policies of the organization. Ensures utility is operated in compliance with state and federal regulatory requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Manage all aspects of the Wastewater Utility: collection, treatment and land application of municipal biosolids. Not just rely on outside engineering assistance, but be the City's in-house technical resource for the Wastewater Utility.

Responsible for supervision of staff including employee evaluation, job descriptions, recommendations for hiring and firing.

Responsible for preparation and submission of annual budgets and expected to operate within the approved budget.

Keeps abreast of current and pending state and federal regulations pertaining to wastewater.

Develops and maintains data management systems/programs for the management of information and departmental procedures.

Responsible for ordering of materials and equipment for the utility.

Confers with and directs consulting engineers and supervisory personnel engaged in the planning and executing of various work procedures, interpreting specifications and coordinates various phases of construction.

Supervises construction to ensure that workmanship conforms to specifications.

Prepares and/or reviews reports on progress, materials used and costs, and adjust schedules as needed by reports.

Is subject to "on call" status and receives directions from the Mayor.

SUPERVISORY RESPONSIBILITIES

Manages subordinate supervisors in wastewater department. Is responsible for the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.S.) from a four-year college or university in a science or engineering field with major course work in environmental sciences, civil or environmental engineering or related field, and progressively responsible experience in municipal water or wastewater collection and treatment. Professional Engineer license or EIT certification is desired, but not required. Considerable knowledge of municipal wastewater collection, treatment and land application of biosolids.

Ability to long term plan, layout and guide the City's wastewater infrastructure rehabilitation and capacity projects.

Considerable knowledge of computer systems and their use.

Considerable knowledge of principles and practices of effective management.

Excellent communicator, skilled people person.

Knowledge of modern office practices, procedures and equipment.

Knowledge of safety in the workplace.

Ability to lay out, direct and evaluate the work of subordinates.

Skilled at budget planning and implementation.

Ability to establish and maintain effective working relations with community leaders, other government employees, and the public.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as algebra-level calculations, fractions, percentages, ratios, and proportions to practical situations.

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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, sit, use hands to finger, handle, or feel and reach with hands or arms. The employee is occasionally required to walk, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. The noise level in the work environment is usually moderate.

SCHEDULE

Monday to Friday. On call. Weekend availability.

BENEFITS

Retirement	Employer retirement contribution (29.5%); Employee retirement contribution (10%)
Sick Leave	Credited at 12 hrs/month worked
Vacation	2 weeks annual + additional time earned at 8 hrs/month worked
Personal Leave	3 days per year
Holidays	15 paid per year
Health, Dental, Vision and supplemental insurances offered	

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PAY

\$60,000 - \$100,000 per year (Dependent on Qualifications)

The position is open until filled. Email resume to vpalumbo@cityofnewiberia.com or mail to 800 Sucrose Dr, New Iberia, LA 70560