



CLASS TITLE | DIRECTOR OF WATER AND SEWER

PAY GRADE: EX-71 | www.cityoftulsa.org/pay

Class Code: 1245

Effective Date : 02/15/2023

PURPOSE OF THE CLASSIFICATION: Under executive direction is responsible for planning, directing and coordinating construction and management of the water and wastewater systems, construction of the stormwater system, environmental monitoring and water, wastewater and industrial pretreatment quality control programs, manages all related infrastructure and engineering services, oversees Capital Improvement Plan for water, wastewater, and stormwater systems, and performs other related required duties.

ESSENTIAL TASKS:

- Collaborates with other City operating departments and directs the planning and coordination of personnel engaged in all aspects of the water and wastewater treatment facilities, including infrastructure, engineering services and related operations
- Reviews and approves designs, plans, specifications and cost estimates for the maintenance, improvement and expansion of the water, wastewater, and stormwater infrastructure, facilities and systems
- Directs subordinates in the installation, maintenance and repair of municipal water, wastewater and storm systems
- Directs subordinates in planning and coordinating industrial wastewater pretreatment/sewer user and meter reading/management programs to promote and monitor compliance of federal, state and local regulations
- Directs subordinates in the operation of a central laboratory to ensure an effective and efficient quality control program
- Directs the implementation of the Asset Management (AM) Program to ensure water and wastewater and stormwater system assets are properly planned, developed, funded, maintained, operated, protected, replaced and monitored to achieve established customer and environmental service levels at the lowest life cycle costs
- Directs safety and regulatory compliance for all department operations in accordance with City policies and federal, state and local regulations
- Initiates studies to determine adequacy and effectiveness of current operations, sets strategic objectives and monitors performance goals
- Initiates and directs communication, coordination and cooperation of work efforts with other City departments, consultants, contractors and outside agencies to achieve department goals
- Formulates proposals and directs preparation and administration of the annual budget
- Develops long range plans for departmental operational changes, establishing new methods and procedures for improving efficiency, including development of operating policies and program administration
- Reviews and approves purchase requests, material expenditures and staffing requirements
- Prepares and presents comprehensive reports to other departments, elected officials, outside agencies, boards, authorities and organizations
- Represents the City of Tulsa in dealing with other governmental agencies, contractors and the general public
- Resolves complaints and answers inquiries from the public and media
- Advises the Mayor and the Tulsa Metropolitan Utility Authority on major policy decisions affecting the water and sewer systems
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in civil engineering, chemical or environmental sciences or related field; master's degree in a related field *preferred*; **and**,
- (b) Eleven (11) years of progressively responsible experience in municipal water or sewer operations; **including**,
- (c) A minimum five (5) years of progressively responsible experience in management and administrative oversight

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of municipal water, sewer, and meter reading/management operations, objectives, purposes, methods and practices
- Comprehensive knowledge of water and sewer engineering principles as they apply to the maintenance, repair and operation of water and wastewater facilities and systems
- Comprehensive knowledge of the laws, ordinances and regulations related to water, wastewater and industrial pretreatment facilities, systems and methods
- Considerable knowledge of the procedures, equipment and technology of a chemical water, wastewater and industrial pretreatment quality control laboratory
- Considerable knowledge of the federal, state and local regulations to ensure compliance with EPA and water quality standards

Ability to:

- Plan, direct and coordinate, the work of professional and sub-professional personnel engaged in the maintenance and operation of water, and wastewater facilities
- Formulate short- and long-range plans necessary to accomplish the goals of the department
- Express ideas and recommendations effectively
- Utilize the highest level of interpersonal skill in order to understand, select, develop and motivate internal and external customers

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; may be subject to walking, standing, sitting, balancing, bending and smelling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

Possession of:

- Department of Environmental Quality (DEQ) issued Class "A" Water Works Plant Operator Certificate License and/or Class "A" Wastewater Works Plant Operator Certificate License preferred; **and**,
- A valid Oklahoma Class "D" Driver License

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and requires some travel to various City locations to review operations.

EEO Code: E-01

Group: Operations, Planning, and Technical

Series: Management and Operations



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