



The City of Pelham is currently accepting applications for the full-time position of **Manager Water and Sewer**. This position reports to the Director of Development Services and Public Works.

Summary: This is a management level position that plans, organizes, manages, and reviews the work of employees engaged in the installation, repair, maintenance and operation of water and wastewater facilities including the wastewater treatment plant. All sanitary sewer mains, fire hydrants, meters, pumps, tanks and wells within the Water and Sewer Departments are included. Other duties may be assigned. This position oversees supervisory staff in the division and reports directly to the Director of Development Services and Public Works. It is distinguished from the supervisor class by its managerial responsibility.

Essential Duties and Responsibilities:

- Plans, organizes, directs, and reviews operations and activities of the water and sewer divisions of the city; develops and implements goals, objectives and prioritizes work activities. Recommends policies.
- Responsible for preparation and administration of the division's budgets.
- Responsible for a variety of personnel duties including interviewing, conducting performance evaluations, training, and disciplinary actions. Recommends the hiring and suspension of personnel.
- Analyzes division activities, makes recommendations, and implements improvements in processes to increase efficiencies and overall work quality.
- Analyzes trends, such as population and industrial growth of areas being served to determine the adequacy of current facilities and to project community demand for future facilities.
- Develops plans to meet and serve expanding community needs such as increasing capacity of water storage and distribution facilities or arranging new sources of water supply.
- Directs activities of subordinate personnel who oversee installation, maintenance and repair of the water distribution and sewage facilities.
- Confers with Director and technical personnel and outside utilities to coordinate department activities.
- Evaluates new developments in materials, tools, and equipment to recommend or deny purchase.
- Responsible for the effective management of consultants and service providers.
- Provides input into the capital plan based on analysis and research of best practices.
- Directs work according to the strategic and capital plans.
- Working in correlation with Director and Safety Manager, investigates and provides memos and reports of claims against the city related to division activities.



- Provides for training and development of division employees.
- Prepares billings and estimates for repair and construction work performed by city forces.
- Ensures an adequate inventory of materials, supplies, parts, and equipment for the Division's total work program.
- Prepares formal work schedule programs for Division and utilizes project management and electronic workflow tools to effectively manage efficient work projects.
- Inspects work in progress of contractors and staff crews for conformance with plans and specifications.
- Handles citizen complaints related to the division and makes decisions regarding the escalation of issues to the Director.

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/Experience: Bachelor's Degree in Civil Engineering or related field plus five years' experience with a minimum of 3 years in a supervisory capacity in water and sewer operations or an equivalent combination of education and experience. Must have a demonstrated track record of successfully managing individuals and multiple projects. Must demonstrate strong background of improving processes for efficiency and quality and holding staff members accountable for results. Candidates with supervisory experience in more than one area are preferred.

Language Ability: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

Math Ability: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should have knowledge of Microsoft Office word processing and spreadsheet software.



Certificates and Licenses: Valid Alabama Driver's License required. State of Alabama Grade IV Operator Certification is preferred. Grade II Water Operator's License is preferred.

Supervisory Responsibilities: 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.

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 regularly exposed to work near moving mechanical parts. The employee is frequently exposed to toxic or caustic chemicals and outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather); work in high, precarious places; fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate.

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 with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds and frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance and taste or smell.

Compensation is \$80,834.00 - \$110,169.00, depending on experience, education, and other training. The City of Pelham offers an excellent benefits package.