

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

DIRECTOR OF WATER AND WASTEWATER RESOURCES

DEFINITION

Under direction of the City Manager, develops and manages the staff and programs of the Department of water and Wastewater Resources consisting of the divisions of Water, Wastewater Collection Maintenance, Treatment Plant Operations, Treatment Plant Maintenance, and Wastewater Treatment Laboratory.

EXAMPLES OF DUTIES

Continues the development and expansion of automated management information systems. Ensures the long-term viability of equipment and facilities through comprehensive preventative maintenance programming. Devises standard analytical models and methods of impact fee assessment that ensure short and long-term cost recovery. Develops the documentation, procedures and training programs required for the successful operation of the expanded treatment facility. Molds of five operational divisions into an effective and cohesive department.

MINIMUM QUALIFICATIONS

Knowledge of: Utilities management; public administration practices; project management; current principles, methods and practices and related to water and wastewater systems management; practices that ensure loss prevention and employee safety; long-term planning.

Ability to: Accomplish objectives on schedule and within established budgetary parameters; create management systems; promote staff development; function as member of executive management team; make strong commitment to public service and recognize the importance of support services to City operations; communicate effectively; solve problems creatively; work with a diverse and ethnically mixed staff; write and present concise and comprehensive reports; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Five years of increasingly responsible experience, including demonstrated Ability to formulate short and long term plans which when implemented maximized the utilization of resources, produced an orderly and well-coordinated process, and culminated in a viable result.

JOB SPECIFICATION
DIRECTOR OF WATER & WASTEWATER RESOURCES (PAGE 2)

Education: Bachelor's degree in Public Administration, Business Administration, Engineering or other closely related field.

License: Possession of a valid Class C California Driver's License.