

Utilities Manager

2 days ago

Job ID 2023-3572 **# of Openings** 1 **Department** Utility Department **Min** USD \$32.38/Hr.

Post End Date 4/11/2023 **Max** USD \$55.33/Hr. **Category** Utilities

Overview

Responsible for the administration and management of the Utilities Department. Responsible for the operation and maintenance of Doña Ana County's wastewater collection, treatment and disposal systems. Provides oversight for multiple treatment plant operations, administration and technical support, supervises Utilities and contract personnel who perform operation and maintenance duties. Plans, supervises and coordinates the construction and/or repair of wastewater lines, lift stations, and related infrastructure. Perform inspections of work in progress or upon completion to assure compliance with specifications. Position requires availability for responding to emergency situations on a 24 hour basis.

Responsibilities

Performs a variety of administrative and managerial tasks including budget preparation, operational reports, and manages assigned financial, personnel, and other resources.

Supervises financial and maintenance staff; construction projects; administers Human Resources regulations; interviews, recommends for hire; evaluates performance; recommends appropriate disciplinary action; plans and conducts staff meetings, ensures that all staff adhere to policies and procedures for providing efficient, safe, and respectful services.

Participates in development and implementation of goals, objectives, policies and procedures for the department. Reviews work assignments with staff, assists them in organizing resources, and mentors, coaches and evaluates their performance.

Oversees all financial matters, analyzes and coordinates budget processes and monitors expenditures/revenues; reviews operating reports to determine effectiveness of programs and makes adjustments as necessary; attends and presents agenda items, activity reports and plans for future activities.

Ensures compliance with federal and state laws and regulations concerning utility operations. Develops short- and long term-plans to meet and maintain compliance standards; develops and oversees long-range planning for the utility operations; designates sufficient funds to meet facility and system modernization; oversees utility rate studies and makes recommendations on rate structure.

Develops daily plant operating and maintenance functions. Analyzes instrument readings and laboratory data and prepares operations records/reports. Monitors and orders the treatment chemicals, laboratory chemicals, and supplies necessary for departmental operations.

Supervises the operation and maintenance of wastewater treatment plant, including inspecting and repairing equipment, cleaning facilities, and recording equipment operations. Maintains activity logs and maintenance reports

Ensures that all operations are conducted in compliance with safety practices and provides training for all personnel.

Ensures all required permits and testing is performed correctly adhering to the Environmental Protection Agency (EPA) and New Mexico Environmental Department (NMED) regulations.

Oversees lift stations, laboratory, and sludge operations, including testing of solids to dispose of at landfill. Develops and monitors all updates on preventive maintenance program in order to enhance the longevity of equipment and facilities.

Oversees multiple construction projects. Must be able to interpret construction plans, blueprints, electrical drawings, schematics and related construction documents. Works with other departments to implement coordinated construction and repair of utilities in conjunction with community construction projects to avoid duplication of construction efforts; coordinates with County Planning, Engineering, Roads, Facilities and Flood, etc. for wastewater long-range planning.

Coordinates with state and federal agencies to obtain funding assistance.

Provides input to senior management to improve level and quality of services the County provides to taxpayers.

ADDITIONAL DUTIES.

Performs other related duties as assigned.

Qualifications

Education. Bachelor's Degree in civil or environmental engineering, chemistry, biological or environmental sciences, water technology or related field.

Experience. Seven (7) years' experience in wastewater collection and treatment systems including plant operations, biological processes, and laboratory procedures, equipment, tools, physical operations, and methods used in inspecting, cleaning, operating, and maintaining a wastewater plant. Minimum four (4) years supervisory experience. Bi-lingual preferred.

Education/Experience substitution. In accordance with Doña County policy: two (2) years of relevant experience may be substituted for each year of required education to a maximum of four (4) years of educational credit up to a Bachelor's degree; one (1) year of relevant education from an accredited college or university may be substituted for one (1) year of required experience.

Licenses/Certifications. Must have a valid unrestricted driver's license and maintain a satisfactory driving record in accordance with County policy. New Mexico Wastewater Level IV certification preferred at time of hire. Will accept NM Wastewater Level III certification or out of state certifications that are eligible for certification reciprocity with New Mexico at not lower than NM Wastewater Level III certification. Successful candidate must complete reciprocity process and acquire a New Mexico Wastewater Level III certification within eight (8) months of hire. Employment contingent upon candidate acquiring a New Mexico Wastewater Level IV within one year of hire and for those granted reciprocity, they must obtain a New Mexico Wastewater Level IV certifications within one year of completing the reciprocity process.

Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Background and driver's license check.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of: practices and procedures in the construction, repair and maintenance of wastewater infrastructure: interpretation of federal, state and local laws, rules and regulations related to the construction, repair and maintenance: extensive knowledge of the occupational hazards and safety practices in the wastewater industry: good knowledge of the principles and application of supervisory techniques.

Must have the ability to: oversee multiple construction projects, interpret construction plans, blue prints, electrical drawings, schematics and related construction documents. The employee must be able to communicate in English effectively, both orally and in writing and operate general office equipment.

Must have skills in: planning, assigning, directing, coordinating, and reviewing the work of others; present information clearly and concisely orally and in writing; establish rules of job/worker safety and enforce observance of safety precautions in the work place. Establishing and maintaining respectful, effective and cooperative working relationships with others.