



Assistant Water System Director

Water System - Administration

WS-ADM/17-849

JOB SUMMARY

This position is responsible for assisting the Director in providing strategic oversight, direction and guidance across all functional areas including business operations, distribution system operations and plant production to ensure effective service delivery and full water quality compliance.

MAJOR DUTIES

1. Assists in leading the strategic planning, organization, and operational priorities of the Fayette County Water System program functions. Provides technical support across all functional areas. .
2. Assists in making the system's budgeting decisions. Collaborates with department leadership and County administration to develop and manage operational and capital budgets; provides executive oversight on capital improvement projects, and long-term infrastructure planning.
3. Assists staff to ensure regulatory compliance with the Safe Drinking Water Act and all other applicable federal, state, and local regulations.
4. Assists in development and updates to the Water System's master plan, County ordinances and regulations.
5. Assists in implementation of the system's standards and specifications. Reviews plans and other documents associated with water distribution development.
6. Hires, trains, assigns, directs, supervises, evaluates, counsels, and disciplines personnel.
7. Respond to escalated customer concerns and inquiries to ensure responsive service and public trust.
8. Communicates with County staff, elected and appointed officials, property owners, NGOs, and state and federal agencies through meetings, written correspondence, presentations, etc.
9. Represents the County at meetings with other local governments, regional planning agencies and state and federal agencies. Serves on committees and attends conferences.
10. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of standard leadership, management and supervisory practices.
2. Knowledge of water system operations.
3. Knowledge of water chemistry and distribution hydraulics.
4. Knowledge of computer modeling, database management, statistical analysis, algebra, geometry, and trigonometry.
5. Knowledge of all federal and state water regulations related to public water systems.
6. Knowledge of Advanced Metering Infrastructure and utility billing.
7. Skill in the development and management of annual and capital improvement plan budgets.
8. Skill in contract negotiations.
9. Skill in the analysis of construction plans and specifications.
10. Skill in project management.
11. Skill in public and interpersonal relations.
12. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Water System Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the EPA Safe Drinking Water Act, EPD Rules for Safe Drinking Water, the Safe Dams Act, the Fayette County Code, the Employee Safety and Loss Control Manual, American Water Works Association Standards, and Water System standard operating procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and administrative duties. Strict regulations and procedures contribute to the complexity of the position.
- The purpose of this position is to assist in the direction of all activities associated with the operations of the Water System as it relates to providing safe drinking water to the citizens of Fayette County. Success in this position ensures compliance with relevant rules and regulations, coordination between differing County functions, and supports major projects and major technology improvements.

CONTACTS

- Contacts are typically with co-workers, customers, city governments, fire departments, state and federal officials, members of the Metropolitan North Georgia Water Planning District, schoolteachers, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light or heavy objects and climbs ladders.
- The work is typically performed in an office or outdoors occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Professional Engineer (1) and Facilities and Projects Specialist (1).

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field such as Engineering, Business Administration, or Public Administration.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.