

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



POSITION TITLE WWM Division Director (1236)
DEPARTMENT Public Utilities
PERIOD TO APPLY: 3/16/2018-4/16/2018
SUPERVISOR: City Manager

SALARY RANGE: \$28,531 - \$50,655 (O)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Exempt Full Time
LOCATION: Waste Water

GENERAL PURPOSE

Performs a variety of professional managerial and supervisory duties related to planning, organizing, directing, and controlling the overall management and operations of the city wastewater treatment facility, laboratory operations, collection system, engineering functions and industrial pre-treatment program.

SUPERVISION RECEIVED

Works under the broad policy and guidance and direction of the Public Utilities Director.

SUPERVISION EXERCISED

Provides close to general supervision to all division employees, directly or through subordinate supervisors.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class).

Manages division staff; coordinates with federal (EPA), state and local government entities on matters of permit negotiation, regulation, long term planning and service boundaries; coordinates efforts with other city departments and state authorities; performs various administrative functions including personnel, budget, organizational issues, capital improvements, etc.

Oversees the preparation, adoption and enforcement of wastewater use ordinances; provides staff liaison with the utilities governing body; recommends policy to the City Manager and City Council based upon technical, cost of services and rate structure analysis.

Provides executive direction over the budget development and funding strategies; manages state loans and determines payback schedules; monitors and controls division fiscal activity to assure compliance with approved budget.

Directs long and short range planning to facilitate capital improvement and maintenance of existing systems and facilities; coordinates all improvement projects consistent with the adoption of wastewater master plan.

Directs the design and operation of the divisions, administration, Industrial Pre-treatment, plant, Collection & Engineering Sections, as well as oversees the direction of the laboratory unit.

Manages a variety of actions involving legal counsel, auditors, accountants, consulting engineers and other contract professionals as needed to coordinate facility expansion and related programs and objectives.

Provides direction over various administrative functions such as personnel hiring and management; policy development and implementation; evaluating professional and managerial employee performance; establishes performance standards and goals; makes decisions related to employee recognition, career development, advancement, retention, dismissal and discipline.

Directs division interaction with cities, counties, and private industries to insure harmonious achievements; develops recommendations for overall direction of various programs and develops intergovernmental cooperation; facilitates cooperative problem solving, provides policy and procedure interpretations related to specific programs and services; conducts needs assessments and determines project priorities; establishes goals and deadlines, assigns personnel.

Serves as liaison between various governmental agencies and jurisdictions, commissions, boards, city councils and action groups; advises various boards and organizations related to division policy, goals, plans, services and obligations.

Represents the division before various public and private groups; communicates division views and position related to various programs, developments, legislation, policies, or board of trustee actions.

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ADDITIONAL DUTIES TO ASSIST THE PUBLIC UTILITIES DEPARTMENT DIRECTOR

Assist the Public Utilities Department (PUD) Director as requested in overseeing the operations of both the Water Division and the Wastewater Division.

Assist the PUD Director in responding to PUD employment and budget issues, and

Serve as the interim PUD Director and staff the Public Utilities Committee as requested by the PUD Director.

Performs related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or a university with a bachelor's degree in science, civil engineering or other related field;

AND

Six (6) years of progressively responsible experience in the management of water or wastewater utilities, six (6) years of which must have been in a supervisory or managerial capacity in a facility servicing no less than 25,000 customers;

OR

An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of community and economic issues related to planning, environment, water quality and other local growth activities creative problem solving processes and facilitation skills. thorough knowledge of budget development and fiscal management; the political environment associated with intergovernmental programs utility systems engineering concepts and equipment capacities related to processing wastewater and raw sewage; overall treatment plant operations and production requirements, plant mechanical operations and legal technical requirements; legal requirements and standards related to effluent water; hazards associated with various chemicals, equipment, organic and inorganic substances; routine chemical tests; interpersonal communication skills; principles of supervision.

Considerable knowledge of fiscal management practices and budget development.

Working knowledge of the interrelationships between various types of local governments and agencies;

Considerable skill in the art of diplomacy and cooperative problem solving.

Ability to develop effective working relationships with local, state, and federal agencies, officials and the public; ability to communicate effectively, verbally and in writing; ability to direct and evaluate the work of others; ability to evaluate and plan professional activities related to above and related duties; ability to utilize various evaluation methods to assure operations quality; ability to understand and interpret various test results; ability to interpret various numeric and narrative records as related to plant processes; ability to read and evaluate engineering design and technical specifications.

SPECIAL QUALIFICATIONS:

Must possess a valid New Mexico State driver's license. May be required to be certified as a level IV treatment plant and collection system operator.

WORK ENVIRONMENT:

General office setting, comfortable working positions. Intermittent working outside the office which may require lifting, sitting, standing and walking. Subject to chlorine leaks, moving vehicles and possible exposure to industrial waste and pathogens such as typhoid, paratyphoid, dysentery, polio, tetanus, etc. Considerable stress associated with high public contact and deadline demands. Mental application includes memory utilization, emotional stability, discriminating thinking and creative problem solving. Periodic local travel and attendance at evening meetings required in the normal course of job performance.

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ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

