

**VILLAGE OF MAGDALENA
POSITION DESCRIPTION**

TITLE: Joint Utility Manager

EMPLOYMENT TERM: Full Time

DEPARTMENT: Public Works

EXEMPT/NON-EXEMPT: Exempt

FUNDING SOURCE: Solid Waste/Waste Water/Water

QUALIFICATIONS:

1. High School Diploma or GED
2. Five to seven years of experience in a position in public works, construction, or civil engineering with at least three years in a supervisory capacity or a combination of education and experience.
3. Possession of a valid Commercial Driver's License (Class B)
4. Possession of Level II Water Systems and Waste Water Systems Certification
5. Must attend training and obtain a Level II Water Systems and Waste Water Systems Certification within 3 years of employment in this position.
6. Considerable knowledge of the principles, practices and techniques of water production, wastewater collection and water treatment.
7. Considerable knowledge of the equipment, materials and supplies used in water and wastewater operations.
8. Considerable knowledge of the equipment, materials and supplies used to maintain streets and roads
9. Considerable knowledge of the equipment, materials and supplies used to collect solid waste
10. Working knowledge of applicable state and federal health and environment regulations and safety requirements
11. Experience in scheduling and directing the work of others, in the preparation of reports and in establishing and maintaining a record keeping system for personnel, equipment and supplies/materials
12. Knowledge and experience with a variety of MS Office applications.
13. Must be able to lift 50-75 pounds

ADDITIONAL PREFERENCES:

1. Possession of Level III certifications in **both** Waste Water Systems and Water Systems
2. Possession of Level II certifications in Waste Water Systems **or** Water Systems

SUPERVISED BY: Mayor or his/her designee

SUPERVISES: Joint Utility workers and Custodian

PAY RANGE: Grade J with Level I certification in Water and Waste Water Systems, Grade K with Level II certification in Water and Waste Water Systems contingent upon appropriations by the Board.

WORKING HOURS: 8:00 a.m. to 5 p.m. or as determined by supervisor.

LUNCH HOUR: One hour (flexible)

POSITION GOAL: Oversees the operation and maintenance of water production and treatment facilities, operation and maintenance of wastewater collection systems, operations and management of solid waste collection program, maintenance and improvement of streets, and grounds maintenance of village property.

DUTIES & RESPONSIBILITIES:

1. Attends Level II certification training in both water and waste water systems and successfully attains certification within 3 years of employment.
2. Responsible for planning, programming, directing and controlling all activities relating to water production, water treatment, water and wastewater pumping, wastewater collection, and water sampling and testing.
3. Responsible for planning, programming, directing and controlling all activities relating to solid waste management.
4. Responsible for planning, programming, directing and controlling all activities relating to street and village property grounds maintenance.
5. Investigates and acts upon water quality and sewer collection complaints and service requests.
6. Analyzes instrument readings and laboratory test results and adjusts water system processes accordingly to satisfy water flow and pressure demands as well as to insure the required water quality.

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7. Supervises and assists in the operation, monitoring and preventative maintenance on all water wells, storage tanks, water pumps, chlorination equipment, pressure regulating valves, lift station pumps and sewer mains and services.
8. Maintains and Operations & Maintenance manual for the Water System.
9. Supervises all water sampling and water testing and prepares narrative and statistical reports as required by village administration and regulatory agencies.
10. Coordinates repair requirements and performs repairs on all elements of the water producing facilities, pumping stations, pressure regulating stations, pressure recording stations, telemetry equipment, control circuitry, etc.
11. Inspects facilities and equipment, maintains records and prepares reports on efficiency or operation, cleanliness and maintenance requirements on all equipment and vehicles in the Joint Utility Department.
12. Responsible for formulation and update of all water and wastewater collection systems mapping (as built).
13. Maintains and requisitions equipment and supplies within state and village government guidelines.
14. Directs personnel in the performance of all the department's operations and ensures all department personnel wear required PPE for the task or function to which they are assigned.
15. Conducts a continuing in-house training program and supervises and enforces a safety and emergency management program for the department.
16. Reports to immediate supervisor any problems related to personnel and operations.
17. Assists in the preparation of annual department budgets, in the development of departmental policies and in the planning and execution of all systems improvements and expansions.
18. Works a schedule of 40 hours per week, is on call at all times to assist in emergency situations and assumes duties for sick, emergency, vacation relief or vacancies of employees certified to do tasks consistent with requirements in order to assure continuity of operations.

EVALUATION: Will be evaluated in accordance with the Village of Magdalena policies and procedures.

BOARD APPROVED: May 9, 2017