

City of Fort Worth, Texas Job Description

Classification Title	Water Director		
Job Code:	DH1181	Job Family:	Department Head
Pay Grade	309	Date Created:	09/02/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Plans, directs and manages the activities, employees and operations of the Water Department; coordinates activities with other departments and outside agencies; and provides highly responsible and complex administrative support to an Assistant City Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs the activities of the Water Department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Directs and manages the development and implementation of departmental goals, objectives, policies and priorities.
3. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
4. Assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; and directs and implements changes.
5. Leads the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments as appropriate and necessary.
6. Represents the Water Department to other departments, elected officials and outside agencies; and coordinates assigned activities.
7. Plan, direct and coordinate, through subordinate level management staff, the Water Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; and meet with key staff to identify and resolve problems.
8. Performs other related duties as required.

9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
10. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Principles and procedures of management systems and reporting.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations.
- City personnel policies and procedures.
- Fiscal planning and budget preparation.
- Utility service area, growth and expansion estimates, water system demands and projection.
- Technical aspects of water, wastewater and reclaimed water utility pipeline inspection, repair, operation and maintenance.
- Modern methods, tools, equipment, materials and work practices utilized in water utility operations.
- Physical, chemical and biological wastewater treatment process.
- Risk Management Plans and safety protocols.

- **Skill in:**

- Organization and time management.
- Computers and applicable software.
- Data analysis and problem solving.
- Managing multiple programs, projects and tasks.
- Interpersonal relations and customer service.
- Negotiation.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Manage and direct water/wastewater activities and operations.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Plan, organize, direct and coordinate the work of subordinate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Participate in the preparation and administration of large and complex budgets.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major coursework in public administration, engineering, chemistry, biology or a related field and eight years responsible water and sewer utility administration and operation experience, including four years of supervisory experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

Depending on assignment, possession of, or ability to obtain, appropriate water/wastewater treatment and operation certification from the Texas Commission on Environmental Quality (TCEQ).

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.