

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Storm Water Operations Manager	Job Code(s): 2519
Date: January 25, 2016	EEO Code: SC
FLSA Designation: Exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is administrative, planning, and management work with responsibility to direct the daily operations of Provo City's storm water section.

CLASSIFICATION STANDARDS: The single position assigned to this class is responsible to the Public Services Division Director and performs all work under his/her general direction. The work of this class is distinguished by its comprehensive oversight of the daily operations of Provo City's storm water section.

ESSENTIAL DUTIES: Oversee and direct the activities, programs, and employees of Storm Water Maintenance Operations, including ensuring efficient operation and productivity to provide the highest level of customer service; oversee all aspects of installing, maintaining, and replacing pipes, trash racks, inlet and diversion structures, flood control channels, detention basins, pump stations, and sump pumps; oversee clearing of Storm Water lines; oversee installation and maintenance of storm water system facilities and the irrigation system; oversee construction projects; perform dam inspections; respond to citizen's concerns about drainage problems; meet and coordinate with the public, contractors, and other departments, as well as local, state, and federal agencies; resolve complex operational issues.

Supervise, plan, and coordinate the work of assigned personnel and ensure work is completed accurately and efficiently; make staffing decisions including hiring and firing staff; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact discipline and/or employee recognition as needed; oversee and direct the training and development of assigned personnel; ensure compliance with the City's personnel policies and procedures; supervise record maintenance and review all reports, logs, work records, and documentation of subordinates; develop and manage safety programs for assigned personnel, including the coordination of all applicable risk management issues.

Develop and manage the Storm Water Operations budget, including oversight of the purchasing process and approval of expenditures to ensure fiscal responsibility; perform annual irrigation billing and scheduling; propose and approve specifications for all contracts and equipment purchases including heavy equipment and parts; manage and oversee surplus equipment transfers and the disposal of City owned equipment; develop, submit for review, and implement associated service programs, policies, procedures, plans, and goals; ensure overall compliance with applicable ordinances and local, State, and Federal regulations; review logs and reports to identify and resolve inefficiencies; prepare a variety of records and administrative reports on program activities and performance; maintain vehicle and equipment inventory; may perform the tasks of lower level Storm Water Operations staff or other related duties as needed.

MINIMUM REQUIREMENTS: Equivalent to a high school diploma; and six (6) years of professional water operator experience, two (2) years of which must have been in a program management/supervisory capacity. Additional education may be substituted for non-supervisory experience as allowed by the State of Utah for unrestricted water operator certification.



License(s). Unrestricted Grade IV Utah Water Systems Operator. A valid, lawful commercial driver's license is required.

SELECTION FACTORS: *Knowledge of:* the methods and techniques used in the installation, repair, and maintenance of storm drains, irrigation systems, and related structures; related laws, codes, rules and regulations governing functions of the position; the requirements of the City's NPDES permit; the electrical and mechanical operations and maintenance of pump stations; budget preparation and administration processes; related laws, codes, rules, and regulations governing functions of the position; basic English composition, spelling, and grammar; policies and procedures established for the work system; the operations, functions, and terminology common to the work; erosion control and storm water quality practices; effective supervisory methods and techniques. *Skill in:* interpersonal relations and management as applied to the direction and supervision of employees; confined space entry; using a variety of power tools, hand tools, and other heavy equipment safely in a hazardous environment; recognizing potential dangers and responding appropriately; troubleshooting electrical and mechanical issues; reading engineered plan and profile drawings; installing, maintaining, and repairing storm water equipment, structures, and surrounding areas; operating equipment safely in a hazardous environment; *Ability to:* perform work with speed and accuracy; repair pumps and pump stations; troubleshoot and repair the SCADA system; operate process equipment; recognize changes in normal conditions and investigate the cause; supervise and/or lead the work of others; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Radio, mobile device, motor vehicle, backhoe, front-end loader, boom truck, road cutting machine, tap machines, jackhammer, jet/vac truck, dump truck, excavator, various hand tools, SCADA, general office equipment and word processing software, specialized software, safety clothing, and other equipment specific to the work.

PHYSICAL DEMANDS: Sufficient physical strength, agility, and eyesight to perform the work which includes lifting up to 50 pounds, driving vehicles and heavy equipment, carrying, bending, stooping, walking over rough terrain, entering confined spaces, and climbing ladders.

ENVIRONMENTAL FACTORS: This work requires exposure to adverse weather conditions, heavy traffic, odors, dark and damp spaces, hazardous chemicals, and other hazardous conditions. *Note: Employees of this class may be subject to call-out and working weekends and holidays.*

	1/25/16
Department Director	Date
	1/27/16
Mayor/Chief Administrative Officer	Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.