



City of South Bend

Vacancy Announcement

Post Date: Wednesday, March 18, 2015

Closing Date: Until Filled

ASSISTANT DIRECTOR OF TREATMENT

Category: Full Time
Department: Public Works/Utilities
Reports To: Director of Treatment
Schedule: Monday-Friday, between 8AM-5PM. Hours may vary based on operational needs.
Pay Rate: \$39,000-\$49,000/yr. (Exempt)

Position: **SUMMARY**

The Assistant Director of Treatment assists the Director of Treatment with planning, directing, and overseeing the operation, maintenance staff, and process controls of the source water and water treatment plants. The Assistant ensures that all EPA and IDEM regulatory requirements and standards are consistently met for operating a water treatment plant. The job requires considerable knowledge of water operations, process controls, planning, policies, procedures, and concepts. This position entails a high degree of professionalism, independent judgment, and the overall ability to work with all levels within the division. This individual maintains sound regulatory, governmental, community, customer, and employee relations. The Assistant must implement, oversee, and maintain the City of South Bend's personnel procedures/policies. As a member of the Utility Department leadership team, the Assistant will be a leader in efficiency, accountability standards, and continuous improvement concepts.

SUPERVISION EXERCISED

- Direct Reports - Water Treatment Operator WT3, Maintenance Tech II,
- Supports the operation & maintenance activities of the Utility Department in the distribution system.
- Accountable to direct the 24 hour operations-related systems and processes of the source water and water treatment plants including the City's SCADA system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Actively supports the mission statements of the City and the Utility.
- Assist with hiring, training, team building, and evaluation of water personnel.
- Recognizes good work performed by employees. Recommends employees for promotion.
- Looks for and makes recommendations for improvement.
- Follows the City's progressive discipline practices as necessary. Assumes administrative duties (time cards, vacation schedules, overtime assignments, record keeping and reporting) as necessary.
- Maintains schedules and reviews jobs for completeness and correctness.

- Confirms appropriate manpower for each planned job to assure appropriate skills composition of each assigned crew or individual for effective work execution.
- Participates in weekly coordination meetings to ensure that each week's scheduled activities are mutually agreed upon and have the right priority.
- Ensures that good housekeeping and safe work practices are followed.
- Actively leads safety and information sharing meetings including Monthly Report of Operations data review meetings.
- Identifies and provides training for staff.
- Writes SOP's and provides technical assistance and expertise to management on how best to operate and maintain the treatment equipment.
- Provides timely progress reporting to management on all performance data with regular updates on relevant issues. Participates in the budgeting process.
- Actively uses maintenance management software for service requests, work ordering review, parts ordering, and inventory.
- Makes recommendations for continuous improvement of the processes and systems used in operations.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

- Other duties as assigned

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIREMENTS

- Bachelor's degree required with major work in public administration, environmental sciences, or sanitary engineering. May consider applicable experience in lieu of education.
- Minimum of 5 years of increasingly responsible experience in water, wastewater, environmental services, or utility operations.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Strong interpersonal and problem-solving abilities.
- Strong communication skills, both written and oral.
- Strong computer and software skills (Microsoft Office Suite and Microsoft Project)
- Knowledge of EPA and State of Indiana water regulations.
- Strong operations background with specific technical knowledge of water systems, process controls, control charts and formula based operational procedures.
- Strong analytical skills.
- Team player,
- Self-reliant and able to lead change.
- Ability to be self-motivated and work with very little direction and oversight.
- Leadership skills.
- Ability to teach and be the instructor for the in-house water course.
- Operational knowledge of electrical, mechanical, pumps principals, and related equipment.
- Ability to read and understand operational manuals and technical materials.

- Must be physically capable of performing the position duties and working in adverse weather conditions.
- Must perform all job functions with honesty and professionalism.
- Must interact with coworkers fairly and with impartiality.
- Must have excellent communication skills to be able to communicate with vendors and City of South Bend accounting department.
- Must be able to plan and direct the work of others.
- Must be able to document personnel records.
- Must be able to read, write, and interpret O & M manuals.
- Must be able to work around open and unprotected water.
- Must be able to climb elevated storage tower.
- Must have knowledge of operation, repair and maintenance of plant equipment.
- Must interact with coworkers and public with tact and diplomacy.
- Must wear steel toed boots and winter wear as well as approved safety equipment as needed.
- 24 hour on-call for emergencies.

CERTIFICATES, LICENSE, REGISTRATION

- Valid United States Driver's License required.
- Must have or receive as soon as practicable, a State of Indiana WT3 Water treatment certification.

EQUIPMENT

Vehicle, computer, telephone, copier.

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.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a standard office settings and in the field. Some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Work environment is both formal and informal, team oriented, having variable tasks, with moderate inside temperatures. Entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required
Comprehensive Background Check Required