



**Position Description**  
**Marion Utilities Service Board**  
*An Equal Opportunity Employer*

<b>Job Title</b>	Assistant Director for Operations	<b>Employment Status</b>	Full-Time
<b>Utility Division</b>	Water/Wastewater	<b>EEO Code</b>	1-A
<b>Workgroup/Unit</b>	Administration	<b>Wage Range</b>	28
<b>FLSA Status</b>	Exempt	<b>Effective Date</b>	January 2, 2022

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### **Job Summary**

Performs highly responsible administrative and complex technical work, assisting the Executive Director in the management and administration of the Utility; Directs the day-to-day operation and maintenance activities associated with drinking water and wastewater treatment processes and systems; Is responsible for regulatory compliance and performs as the Certified Operator of Record for water and wastewater operations; Develops and, upon final approval of the Executive Director and Utility Service Board, implements budgets; Develops and manages the implementation of various required plans and programs

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### **Supervision Received and Exercised**

Works under the General Direction of the Executive Director; Exercises supervision over professional, technical, supervisory, and support staff, either directly or indirectly

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### **Education and Experience Requirements**

Graduation from an accredited college or university with a Bachelor's degree in Biology, Chemistry, Environmental Science or a related field of study and 5 years of progressively responsible experience in the Water/Wastewater Industry with 2 years of upper level management experience; Demonstration of an alternate equivalent combination of education, training, and experience that provide the required levels of related knowledge, skill, and ability will be considered

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### **Licensure and/or Certification Requirements**

Must possess a valid Indiana Driver's License or ability to obtain upon residency; Must possess valid Indiana Class IV Wastewater Treatment Operation Certificate, Indiana WT3 Drinking Water Operation Certificate, and Indiana DSL Distribution System Operation Certificate or meet the eligibility requirements to obtain within 1 year of employment

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### **Essential Duties and Responsibilities**

- ✓ Plans, directs, and/or coordinates activities associated with Water and Wastewater Utility Divisions, including: process operations, system and equipment maintenance, information technologies, capital improvements, laboratory services, meter reading, drinking water supply and distribution, residuals management, industrial monitoring, well-head protection, emergency action and preparedness, and safety plans and functions

- ✓ Serves as the Certified Operator of Record for Water and Wastewater Utilities; Directs analytical and monitoring functions to insure full compliance with State and Federal laws, statutes, permits, rules, and judgments; Through subordinate staff and supervisory team, maintains proper scheduling and allocation of staffing, equipment, materials, and supplies required to insure processes, systems, facilities, and infrastructure are adequately supported, operated, and maintained; Directs the development, communication and implementation of operational policies and procedures; Directs and manages the design, development, and implementation of capital improvement projects associated with operational facilities, processes and infrastructure
  - ✓ Forecasts and determines departmental budgetary requirements; Develops and presents budget considerations to the Executive Director and Utilities Service Board; Develops and prepares specifications for services, materials, equipment, and supplies; Solicits and receives bids and quotes; Authorizes purchases and processes requisitions and purchase orders within the scope of approved budgets; Engages and manages contracts as authorized and approved by the Utility Service Board; Manages and maintains material, equipment, and supply inventories for use in Fixed Asset management as well as for asset control
  - ✓ Attends all public meetings of the Utility Service Board as well as special meetings as requested; Assists in the development of Utility programs, policies, plans, and priorities; Determines and recommends staffing levels and requirements; Assesses characteristics and qualifications of potential hires; Selects and recommends employment candidates in keeping with Board policy; Determines and establishes training mechanisms to insure new and existing staff are properly trained and knowledgeable for the safe and effective operation of the Utilities; Manages and authorizes employee time records, overtime, and leave requests in keeping with Board policy; Manages employee conduct and disciplinary issues in consultation with the Executive Director; Evaluates and documents performance of subordinate staff
  - ✓ Communicates with Federal, State and Local officials concerning a variety of issues including: regulatory compliance, developing and pending legislation, projects, community interest and/or concern; Communicates with local industry, rate-payers, and the general public providing information, education, and support as well as addressing a variety of questions and concerns; Negotiates services and permit criteria; Communicates and coordinates with consultants, advisors, and other managers
  - ✓ Acts on behalf of the Executive Director in his/her absence as assigned, including management and administration of the water/wastewater/storm-water/solid waste divisions; Provides notice to the Director in the event of an emergency situation; Maintains availability and responds to after-hours contacts; Directs emergency response operations and activities in keeping with Board policy
  - ✓ Performs in strict compliance with IOSHA safety standards, Utility Policies and Procedures, as well as applicable Federal, State, and local codes, regulations, and requirements
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## **Knowledge, Skills, and Abilities**

**Knowledge of:** Principles, standard methods, practices, application, and operation of drinking water and wastewater treatment processes and systems; Environmental regulations; Design, construction, and maintenance principles; Analytical and monitoring methods and procedures; Current business and management concepts; Budget development and management; Coordination and management of human resources; Customer and personal services; Training and employee

development; General Industry Standards for workforce safety; general office practices and procedures, including proficiency in software applications such as MS Office

**Skills Demonstrated in:** Reading comprehension; Critical thinking; Analytical interpretation; Decision making; Effective communication, both oral and written; Active listening; Reasoning and problem solving; Developing and maintaining teamwork

**Ability to:** Listen to and understand information and ideas presented through oral and written communication; Interpret, present, and apply a variety of written and graphical information, communications, and instructions; Analyze and comprehend complex technical information, quickly and accurately, drawing logical conclusions for application in decision making; Quickly recognize unusual or threatening circumstances and initiate proper response; Respond effectively to conflicts, contacts, inquiries, and complaints; Work effectively as part of a team or independently; Effectively motivate and lead individuals and groups; Exercise independent judgment and discretion; Apply knowledge of principles, standard methods, and practices as defined above

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### Physical Demands or Unusual Conditions

While performing required duties, the incumbent is regularly required to sit; speak and hear, both in person and by telephone; manipulate and operate standard office equipment and technology; is frequently required to maneuver and navigate stairs, steps, and uneven surfaces; routinely travels to off-site locations for meetings, work-site and project visits, and misc. appointments; is subject to off-hour call-out in response to emergency situations; is subject to high levels of stress

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### Additional Requirements

This position description in no manner states or implies that these are the only duties and responsibilities which may be performed or assumed by the position incumbent. The incumbent is required to follow the instructions and perform duties required by the position's supervisor, appointing authority or designee as stated in the corresponding classification specification.

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Marion Utility Service Board Authority

\_\_\_\_\_  
Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

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Employee Signature

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Date