



CLASS TITLE | DEPUTY DIRECTOR OF WATER AND SEWER

PAY GRADE: EX-60 | www.cityoftulsa.org/pay

Class Code: 1252

Effective Date: 07/01/2023

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for assisting the Director in planning, directing and coordinating management, operations and maintenance of the water and sewer systems, environmental monitoring and industrial pretreatment quality control programs, administrative functions, safety, legislative, regulatory and intergovernmental; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Collaborates with other City operating departments and directs managers in the planning and coordination of personnel engaged in the operation of water and sewer treatment facilities, utility piping systems, laboratories, industrial pretreatment programs and associated systems
- Supervises, directs and evaluates subordinates in the installation, maintenance and repair of municipal water and wastewater systems
- Consults with Director, coordinates and collaborates with managers to support Asset Management (AM) Program, planning and design of infrastructure to achieve established customer and environmental service levels at the lowest life cycle costs
- Reviews and approves purchase requests, material expenditures, and staffing requirements
- Initiates studies to determine adequacy and effectiveness of current operations and maintenance programs and projects, including long-range plans for operational changes
- Assists with formulation of the department's proposed annual budget
- Assists with developing and prioritizing proposals for capital improvement projects
- Prepares and presents comprehensive reports to other departments, elected officials, outside agencies, boards, authorities and organizations; represents the City of Tulsa in dealing with other governmental agencies, contractors, media, and the public
- Coordinates regulatory compliance, safety and emergency preparedness for all department operations in accordance with City policies and federal, state and local regulations
- Prepares long-range plans for departmental operational changes, establishing new methods and procedures for improving efficiency, including development of operating policies and program administration
- Coordinates management of department fleet and routine capital budget to support operations and ensure efficient utilization of resources
- Resolves complaints and answers inquiries from the public and media
- Plans, motivates, and supervises the work of subordinate personnel, including the accurate communication of City and departmental policies, procedures, and standards, ensuring compliance and understanding throughout the department
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in civil engineering, chemical or environmental sciences, construction management, public administration or a related field; **and,**
- (b) Nine (9) years of progressively responsible management experience relevant to the essential tasks listed in this job description; **including,**



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(c) Five (5) years of progressively responsible management and administrative experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of municipal water, sewer and management operations, objectives, purposes, methods and practices
- Comprehensive knowledge of the laws, ordinances, and regulations related to water, wastewater and industrial methods and techniques related to design services
- Considerable knowledge of the procedures, equipment and technology of a water system, wastewater system, laboratory, and industrial pretreatment program
- Considerable knowledge of water and sewer engineering principles as they apply to the operation, maintenance, repair, rehabilitation and replacement of water and sewer facilities and systems
- Considerable knowledge of municipal budgetary practices and procedures
- Good knowledge of the federal, state and local regulations to ensure compliance with EPA and water quality standards
- Good knowledge of safety laws, programs, processes and plans associated with municipal utility operations

Ability to:

- Plan, direct and coordinate professional and sub-professional personnel engaged in maintenance and operational programs administered by the department
- Develop and present written and oral reports
- Formulate short and long-range plans necessary to accomplish departmental goals
- Provide strategic leadership, build effective partnerships and constituencies, and develop continuous improvement opportunities for the department
- Utilize the highest level of interpersonal skill to understand, select, develop and motivate internal and external customers

Skill in:

- Communicating clearly and precisely, both verbally and in writing
- Analyzing situations quickly and efficiently working towards problem resolution

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequently lifting up to 10 pounds; occasionally carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Driver license; **and,**
- b) Department of Environmental Quality (DEQ) issued Class "A" Water Works Plant Operator Certificate License and/or Class "A" Wastewater Works Plant Operator Certificate License preferred

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather and requires some travel to various job sites to review operations.



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EEO Code: E-01

Group: Operations, Planning, and Technical

Series: Management and Operations