



CITY OF JASPER JOB DESCRIPTION

www.jasper-ga.us
Stacy Johnson

**PLEASE REMIT A COMPLETED APPLICATION, RESUME, AND COVER LETTER
TO HR-HUMAN RESOURCES AT SJOHNSON@JASPER-GA.US**

JOB OPEN UNTIL 4/5/2024

A. IDENTIFICATION INFORMATION

- 1. Job Title: WATER-WASTEWATER DIRECTOR**
- 2. Department: Water Plant** **Division: N/A**
- 3. FLSA Classification: Exempt** **Pay Grade:**

B. INTRODUCTORY STATEMENT

This position is responsible for directing all water and wastewater functions and activities for the city.

C. ESSENTIAL JOB FUNCTIONS

1. Develops short and long-range plans and goals for the Water and Wastewater Departments; determines project priorities in conjunction with the City Manager and City Engineer.
2. Serves as liaison with outside contractors for construction projects; develops project specifications; recommends contract awards administers contracts; and monitors job status and contractor performance, in conjunction with the City Manager.
3. Prepares and administers the annual department budgets; monitors expenditures under the current budget; reviews all departmental invoices, expenditures and training requests.
4. Responds to questions and complaints from the public, media and other governmental agencies, to include the Georgia EPD and the Federal EPA.
5. Plans and recommends construction projects, equipment purchases, capital improvements and infrastructure maintenance and improvements.
6. Writes or approves all specifications for the purchase of equipment, materials and services.
7. Interviews, trains, supervises and evaluates water and wastewater personnel.
8. Ensures that department operations meet safety requirements and appropriate policy requirements.
9. Performs other related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements
 - a. Knowledge Skills and Abilities
 1. Knowledge of water-wastewater management principles.
 2. Knowledge of civil engineering principles and practices.
 3. Knowledge of budgeting and accounting principles.

4. Knowledge of city procurement processes.
5. Knowledge of grant management principles.
6. Knowledge of relevant federal and state laws, city ordinances, and department policies and procedures.
7. Knowledge of laboratory procedures and safety.
8. Knowledge of computers and job-related software programs.
9. Skill in management and supervision.
10. Skill in problem solving.
11. Skill in prioritizing and planning.

2. Responsibility

- a. This position has direct supervision over Water and Wastewater Crew Leaders, Water and Wastewater Equipment Operators and Water and Wastewater Technicians.

3. Personal Work Relationships

- a. Contacts are typically with co-workers, vendors, suppliers, other city employees, state and local government officials, elected and appointed officials, community leaders, business leaders and the general public.
- b. Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects, uses tools and equipment requiring a high degree of dexterity, distinguishes between shades of color and utilizes the sense of smell.
- b. The work is typically performed in an office and outdoors, sometimes in cold and inclement weather. The employee is exposed to noise, dust, dirt, grease and machinery and moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

5. Guidelines

- a. Guidelines include city and department policies and procedures, federal and state guidelines, local building and development codes, safety regulations, operation manuals, relevant state laws and traffic laws. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

6. Complexity and Scope of Work

- a. The work consists of varied administrative, supervisory, technical and management duties. The variety of tasks to be managed contributes to the complexity of the work.
- b. The purpose of this position is to direct the operations of the Water and Wastewater Departments. Successful performance helps ensure the effective and efficient operation of the departments and affects the quality of life for city residents.

7. Minimum Qualifications

- a. Employee must have current licenses and certificates to operate and manage water and sewer treatment facilities. The required certificates to be held by the Director, for City of Jasper treatment facilities are: current Water Class I Treatment System Operator and Wastewater Class I Treatment System Operator issued by the State of Georgia
- b. Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- c. Experience sufficient to thoroughly understand the diverse objectives and functions of the departments in order to direct and coordinate work within the departments, usually interpreted to require three to five years of related experience.
- d. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

8. Supervisory Controls

- a. The City Manager assigns work in terms of department goals and objectives. The manager reviews work through conferences, reports and observation of department activities.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Water-Wastewater Director with the City of Jasper.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date