

Job Class Code: 3350	FLSA Status: Non-exempt
Pay Code: 124	EEO Category: 2

GENERAL DESCRIPTION

The purpose of the job classification (class) is to plan, oversee, and direct the operations of the area of responsibility. The job class is responsible for staff supervision and development, budget preparation and adherence, policy implementation, and reporting. The job class works within broad policy and organizational guidelines, independently plans and implements projects, and reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Supervises staff, including selection or recommending selection; assigns and evaluates work; trains, coaches, counsels, disciplines, and terminates or recommends termination in accordance with City administrative policies.
- Plans and assigns activities for the installation, operation, maintenance and repair of water service lines and meter boxes in accordance with departmental guidelines and regulations.
- Oversees the installation, repair, and maintenance of water service lines and meter boxes in accordance with departmental guidelines and regulations.
- Develops and prepares annual budget requirements, oversees and approves expenditures, and prepares financial forms and reports.
- Interacts with the public to answer inquiries and resolve complaints/problems.
- Develops, trains, and assists staff with the interpretation and implementation of work procedures, policies, and rules.
- Supervises, schedules, and inspects related operations in order to ensure the reliability and dependability of the equipment for water service line processes.
- Serves as technical advisor to management, engineers, other departmental personnel, agencies, other municipalities, vendors, manufacturers, local and state agencies, and customers concerning the water distribution and service system.
- Prepares and maintains record systems for assigned area including various technical reports, work orders, specifications, manuals, reports, schedules, plans, maps, purchase orders, budgets, forms, evaluations, personnel information, designs, and contract related documents.
- Attends or conducts staff, safety, and other professional meetings to exchange information; attends professional seminars or conferences to improve professional skills; speaks before civic, homeowner, or related groups.
- Gathers and maintains information to support periodic and special reports, documenting activities and events for areas of responsibility.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities. Analyze and evaluate data or information, perform complex skilled or practical problem solving.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency. Resolves complex employee-related issues.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization. Develops new approaches or methods to solve operational problems some of which may be new or never encountered.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, or deductive geometry, plane and solid, and rectangular coordinates.

Language Requirements	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional groups; writes complex reports; develops and presents training. Reads professional manuals, plans, drawings, and specifications, some of which may be developed such as for new equipment.
Mental Requirements	Performs professional level work requiring the application of scientific, engineering, accounting, legal, or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in Engineering Technology, Construction Technology, or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this job class requires a minimum of five years of related experience to include at least three years of supervision. Experience in local government preferred.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. OSHA 30 hr. and VDOT Basic and Intermediate Work Zone Traffic Control are preferred.
Special Requirement(s)	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.