

**City of Chesapeake    Class Title: Water Resource Management Administrator**

<b>Job Class Code: 3480</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff and oversee and manage the planning and coordination of water resources for the City. The class is responsible for staff supervision, training, planning, water quality compliance, water facilities, upgrade and improvement projects, budget, and reporting. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Supervises staff, including selecting, training, assigning and evaluating work, counseling, disciplining, and terminating.
- Oversees the operation and maintenance of the water treatment plant and laboratory to ensure adequate water supply, water pressure, and compliance with applicable regulations and laws.
- Provides management of construction projects and engineering contracts.
- Serves as advisor to Director of Public Utilities on water/wastewater-related matters.
- Plans, directs, and coordinates engineering activities for water treatment and distribution systems.
- Develops and implements short and long-range plans and objectives for water system needs; develops procedures/solutions to comply with federal and State water quality standards.
- Develops preliminary design specifications for water treatment facilities.
- Prepares annual division budget; oversees, reviews, and approves expenditures; prepares financial forms and reports.
- Develops and implements policies and procedures for areas of responsibility; ensures compliance with same by staff.
- Maintains record system for assigned areas; processes daily paperwork including reports, requisitions, and personnel information.
- Gathers and maintains information to support periodic and special reports documenting activities for areas of responsibility.
- Attends or conducts staff and other professional meetings to exchange information; attends professional seminars or conferences to improve professional skills.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	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.
<b>Mathematical Requirements</b>	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, concepts of analytic geometry, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, or finance and economics using financial and econometric models.

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<b>Language Requirements</b>	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.
<b>Mental Requirements</b>	Performs advanced professional level work in the analysis or interpretation of methods of a scientific, engineering, or legal nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in civil, chemical or environmental engineering or a closely related science field (e.g. Chemistry, Biology).
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience. Experience in water or wastewater treatment supervision is preferred.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Either a Professional Engineer (PE) license or, in lieu of a PE license, an additional three years of advanced water treatment experience, is required. A Class I Water Operators License (or equivalent for states other than Virginia) is strongly preferred.
<b>Special Requirements</b>	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. Emergency operations support work and work locations may be outside of normal job duties.

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

Revised 07/27/2020