

CITY OF GAINESVILLE
JOB DESCRIPTION

TITLE CODE: 2527
XX/XX/XX

WATER DISTRIBUTION AND WASTE WATER COLLECTION SYSTEM DIRECTOR

NATURE OF WORK

This is managerial and professional work directing and planning all phases of the Water Distribution and Wastewater Collection Divisions.

CLASSIFICATION STANDARDS

The single position allocated to this class reports to a designated supervisor and works under general supervision. Work in this class is distinguished from higher classes by its lack of overall departmental responsibility and from lower classes by its management responsibility over two divisions and emphasis on water distribution and wastewater collection.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Directs formulation, implementation, and preparation of administrative, operating, and maintenance policies and procedures for the Water Distribution and Wastewater Collection systems.

Reviews, evaluates, and administers activities relating to major repairs, alterations, additions, and improvements to the Water Distribution and Wastewater Collection Systems.

Inspects and directs, through subordinates, work of all personnel in division for compliance with established construction procedures and practices.

Consults with engineers, installers, and owners regarding problems connected with installation, maintenance and repair of water and wastewater lines. Establishes work standards.

Plans and directs implementation of Cross Connection Control maintenance programs.

Directs and evaluates procedures and activities to ensure effective use and administration of contractual services.

Serves as liaison with engineering and production areas concerning contractual needs and obligations.

Develops, prepares, and administers annual budget, including capital, general plant, operation, and maintenance. Represents division at budget hearings.

Participates and provides input into formulation of and conformance to construction standards, policies, and procedures.

Prepares progress reports to inform management of project developments and deviations from projected goals.

Deleted: Plans, directs, coordinates, evaluates, and reviews activities in the Water Distribution and Wastewater Collection Divisions.¶

Deleted: Plans and directs implementation of Cross Connection Control programs, including purchasing, approval of new system compatible units, testing, installation, and maintenance

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