



150 N. PINE ST. GLOBE ARIZONA 85501

**CITY OF GLOBE
WATER/WASTEWATER ADMINISTRATOR**

Job Posting 19-9
Posting Date 8-15-2019

The City of Globe is accepting applications for a WATER/WASTEWATER ADMINISTRATOR to oversee the operation of our existing water and wastewater facilities and infrastructure, to continue our 100-year tradition of service to the residents of Globe in the heart of Arizona copper country.

Class Description:

Applicant is responsible for management, performance, troubleshooting, planning, developing, and directing activities, programs, and oversight of day-to-day operations for the Water and Wastewater Systems and Facilities.

Applicant will oversee all water and wastewater operations including Cutter Well Field, Booster Stations, Water Storage Tanks, Water Distribution System, Pinal Creek Wastewater Treatment Facility, Lift Stations, Wastewater Collection System and associated water and wastewater system facilities and equipment.

Applicant will provide the expertise necessary to eliminate the need of the City of Globe to contract with current water/wastewater consultant for operational oversight, maintenance and long-range planning.

The position is an exempt position which will perform a variety of skilled, technical, construction, repair, maintenance, replacement, and improvements of municipal water distribution and wastewater collection and treatment systems.

MINIMUM REQUIREMENTS

- A minimum of Five (5) years of progressively responsible experience in the operation and maintenance of water distribution or wastewater collection systems, wells, booster pumps, water tanks, wastewater treatment plants, and lift stations
- Three years of recent experience as Operator of Record for Water and/or Wastewater.
- Understanding and demonstrated ability to control and maintain the performance of water and wastewater systems
- Understanding and demonstrated ability related to the processing of wastewater, sludge, and effluent in order to meet local, state, or federal regulations
- Understanding and demonstrated ability to examine, evaluate and resolve performance related issues of a water and wastewater facility
- Understanding and demonstrated ability to maintain, and perform preventative maintenance in order to extend the longevity and protect the investments in water and wastewater facility infrastructure
- ADEQ certification as a Grade III (minimum) Wastewater Treatment Plant Operator, Grade III (minimum) Wastewater Collections Operator, Grade III (minimum) Water Distribution Operator



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or equivalent certifications, additional ADEQ Certifications in Water and Wastewater are a plus

- Ability to understand and apply federal (EPA, NPDES) and State (ADEQ, APP, AZDPES) regulations, guidelines and compliance requirements applicable to all components of a water or wastewater system operated in Arizona; along with ability to prepare and submit acceptable quality-control related tests, logs, other related documents and formal reports to ensure full regulatory compliance on the City's behalf
- Ability to effectively provide the requested information, orally and in written form, to the federal and state agencies, City Council, City staff, and all other parties interested in or involved with the operations of the City's Water or Wastewater Systems, through a harmonious working relationship with the above parties
- Valid AZ driver's license required
- Must be computer proficient appropriate for position

PERFERED REQUIREMENTS

- Bachelor's degree in a field related to area of assignment or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position, post-secondary education in Chemistry, Engineering, Environmental Science preferred
- Three (3) years supervisory experience in utility management

These duties are a representative sample; position assignments may vary. The position description does not constitute an employment agreement between the employee and the City and is subject to change as needs and position requirements change.

EXPECTATION OF QUALIFIED CANDIDATE

- Proven management of short-term operation and long-range maintenance, planning and system performance
- Provide ability to serve as the Operator of Record for the City of Globe Water and Wastewater Systems
- Provide the City of Globe with proper facility operations and routine preventative maintenance. This would include in-house testing procedures, process control, record keeping and reporting, housekeeping, observation, and oversight of routine preventative maintenance of the Treatment Plant per the general recommendations of the O & M manuals and industry standards
- Develop "Best Management Practices" with the intent to achieve "Best in Class" utility operations as measured against industry benchmarks
- Maintain current proficiency with up to date technologies and new developments in the industry through continuing training and professional networking
- Assess City of Globe staff performance in the operation and preventative maintenance of systems and facilities per the general recommendations of the O & M manuals and industry standards
- Advise Public Works Director on issues relating to regulatory agency issues
- Respond to supplemental service requests and emergency conditions as needed



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- Work with Public Works staff to evaluate and make necessary operational procedure changes within the water production, storage and distribution system for optimal performance
- Work with Public Works staff to evaluate and make necessary operational procedure changes within the wastewater treatment and collection system for optimal performance
- Meet with Public Works staff to ensure adequate communication
- Conduct and/or oversee all necessary sampling required by the current permits of the regulatory agencies
- Conduct and oversee all necessary preparation of reports for the regulatory agencies, train staff in the preparation of reports for the regulatory agencies
- Prepare and present the water and wastewater budgets
- Direct the functions of the water production, distribution and wastewater collection work by reviewing process controls, reports, and data; implement programs to improve and maintain efficient utility maintenance and plant operations; develop standards and emergency operating procedures
- Supervise staff to include assigning and reviewing work; ensuring staff are trained, evaluating performance, and mentoring
- Manage and oversee all day-to-day operations of the Water and Wastewater Systems and Facilities, to include: reviewing memorandums and reports; developing and implementing goals and objectives; interpreting and enforcing policies and procedures, regulations, codes, and ordinances; ensuring compliance with laws and regulations; planning and coordinating activities and projects; prioritizing work orders; notifying affected parties of work activities; ordering equipment, materials and supplies; managing the security program; coordinating and reviewing the preparation of agency required reports; and, resolving citizen issues
- Perform a variety of activities requiring management level decisions or related to monitoring and reviewing departmental activities, to include: managing projects; collecting, verifying, and analyzing information; making improvements or changes; coordinating with contractors and other organizations; managing and implementing new programs; reviewing monthly and annual reports; reviewing balances of accounts and other funds; and, analyzing expenditures
- Participate in meetings and ensure that the City's interests are represented
- Respond to critical incidents and take command when appropriate; coordinate, plan, and resolve issues with other state and regional agencies; explain and interpret programs, policies, and activities
- Perform contract management, to include negotiating, overseeing and enforcing contract requirement
- Other duties as assigned

KNOWLEDGE OF:

- Leadership and management theories and principles
- Budgeting theories and principles
- Applicable Federal, State and Local laws and regulations
- Theories, principles, laws, regulations, and ordinances governing area of assignment
- Reporting requirements
- Business English



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SKILLS IN:

- Evaluating process efficiencies and taking appropriate corrective action
- Delegating tasks and authority; coaching to improve staff performance
- Developing, implementing, and enforcing policies and procedures
- Performing contract management activities
- Giving presentations
- Preparing and administering budgets
- Managing multiple projects
- Reviewing and analyzing information
- Resolving problems
- Preparing clear and concise reports
- Reading and interpreting drawings and specifications
- Using computers and related software applications
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

SALARY RANGE: Depending on Experience and Qualifications

APPLICATION PROCESS:

- Applicants must provide a cover letter, resume, City of Globe application w/ three references to be considered. Please reference Job 19-9.
- Interested applicants should submit all required information to Human Resource Director Chris Collopy, electronically by email to ccollopy@globeaz.gov, or by mail to City of Globe City Hall, 150 N. Pine St, Globe AZ 85501
- Applications are available at City Hall, 150 N. Pine St, Globe AZ or online at <http://www.globeaz.gov/departments/job-opportunities>
- First review of applications will be on **September 16, 2019**. Position will remain open until filled.
- For additional information please contact Chris Collopy at 928-812-2194 or ccollopy@globeaz.gov

Please Publish Classified: AZ League of Cities and Towns; Silver Belt; RWAA website; Indeed website; American Public Works Association, Arizona Chapter, ACMA and ICMA