



SARATOGA
SPRINGS
HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY

Assistant Public Works Director (Open Positions: 1)

Department: Public Works

Job Status: Full-Time

Shift: 7:00 AM - 6:00 PM

Days Worked: Mon., Tue., Wed., Thu.

Rate of Pay: \$72,788 - \$89,165

Position Type: Full-Time, Exempt

Status: Open Until Filled

Job Description

This is a managerial position for a highly developed, seasoned professional. This position is responsible for managing, planning, organizing, directing, and coordinating activities of the various Public Works Utility Divisions including the Drinking Water, Pressurized Irrigation, Sanitary Sewer, and Electrical/Street Light/SCADA groups. Work involves developing and implementing major departmental budgets and policies, planning and executing both short- and long-range programs and coordinating departmental activities with other Public Works and City Departments. Work requires a broad knowledge in Construction and Civil Engineering fields. Works under the specific supervision of the Public Works Director.

This position has general responsibility for the assigned divisions within the Public Works Department, they directly work with the Supervisors or similar positions and generally oversee the lower-level employees in those same divisions. In the absence of the Public Works Director, this position may assume the duties of the department director when assigned.

Job Responsibilities

- Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to, any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function.
 - Manages and directs the activities of the Culinary Water, Secondary Water, Sewer, and Electrical/Streetlight staff and functions; makes recommendations regarding hiring, discipline, termination or advancement of employees. Schedules employees, assigns work, and monitors progress; guides, trains, and develops employees in the accomplishment of their duties and professional growth; evaluates performance of employees.
 - Directs the operation and control of the potable and irrigation water production and distribution systems.
 - Researches and prepares a variety of studies and reports regarding the short- and long-term water operations, production, treatment, storage, energy savings, SCADA, and operational plans.

- Participates in the development and implementation of enhancements, modifications, upgrades, and improvements to the distribution system's Supervisory Control and Data Acquisition System (SCADA); evaluates display screens to verify functionality and accuracy of telemetry signals, evaluate pump plants, and set pump rotation sequence and set points; participates in the development and implementation of enhancements, modifications, upgrades, and improvements to SCADA.
- Provides technical, professional, and administrative support to ensure compliance as mandated by City, State and Federal regulations
- Maintains up-to-date computerized records and files for backflow-device locations, inspections, test results, corrections, recycled water sites, rule violations, cross connection, and annual inspection due dates.
- Plans and directs the activities of all assigned personnel through supervisors; formulates and enforces department rules, regulations, work methods, and procedures
- Plans and implements divisions' comprehensive maintenance programs for the City; coordinates directly with Federal, State and Local entities to ensure effective divisions' program implementation
- Maintain excellent public relations by assuring that public/and internal inquiries are answered in a courteous manner and that complaints are responded to promptly. Where appropriate, refer inquiries to the Public Works Director
- Prepares studies, reports, and recommendations relative to the divisions' programs and special projects; determines and recommends what programs or major projects should be initiated, dropped, or modified
- Prepares budget estimates and controls the expenditure of divisions' funds
- Maintain documentation and prepare the applicable Annual Reports for the applicable divisions
- Partner with local municipalities and other organizations on divisions' issues
- Conducts long-range planning and establishing priorities for facilities, maintenance, repairs, and improvements of assigned divisions
- Stay informed on changing products and technology and make recommendations to the Public Works Director
- Periodically participates in planning and implementation of the City's General Plan, Masterplans, Capital Facility Plans, and Impact Fee Facility Plans including, but not limited to, the Culinary Water, Secondary Water, Storm Drainage, Parks and Recreation, and Transportation
- Performs other duties as assigned by the Public Works Director, City Manager, Mayor, and City Council

Qualifications

- Education & Experience:
 - Bachelors degree from accredited colleges or universities in Civil Engineering, Construction Engineering Technology, Construction Management, or a similar field
 - Ten (10) years of experience in construction related fields, of which five (5) years must be in the areas of water, sewer, storm water, wastewater and construction management including three (3) years of public works related supervisory experience of professional and/or other levels of staff
- Certifications:
- Water Distribution IV
 - Sewer Operator III
 - Registered Storm Water Inspector (RSI)
 - Must possess a valid Utah Driver license
 - Active registration as a Professional Engineer in the state of Utah or ability to obtain a license through reciprocity within six months of employment is strongly preferred. Competent Person Certifications.
- City Standards and Specifications knowledge on electrical systems.

Knowledge, Skills and Abilities

Knowledge, Skills, & Abilities -

- Demonstrate the ability to follow City policies and procedures
- Principles, methods, practices, techniques, and equipment common in the operation and maintenance of a large, complex water storage, transmission, and distribution system; codes, regulations, and guidelines pertaining to the work.
- Uses of Supervisory Control and Data Acquisition (SCADA) systems and instrumentation and manual control systems.
- Local, state, and federal laws and regulations pertaining to the operation of a potable and pressurized irrigation water system, including the Safe Drinking Water Act and EPA regulations.
- Advanced principles, methods, and techniques for operating pumps, valves, electric motors, and electronic, computerized, and manual control systems common to water and wastewater collection/distribution systems
- Methods, practices, tools, and equipment common in construction and public works-related trades and crafts.
- Construction documents, plans, contracts, work orders, change orders, bond estimates, bond releases, etc.
- City government, public bidding processes, bonding, bond releases, warranty programs and final acceptance standards
- City Manual of Standards and Specifications such that this employee may oversee all construction of required facilities
- Knowledge of construction materials and their use
- Knowledge of environmental requirements and regulations relating to public works construction procedures
- General PC computer operations with an emphasis on word processing and spreadsheets and ability to use Microsoft Office programs including Outlook, Word and Excel and specialized software such as CityWorks
- Knowledge of civil engineering principles, practices and methods applicable to public works construction; knowledge of applicable laws, standards and regulations relating to construction, inspection, safety and traffic control; considerable knowledge of public works inspection methods and procedures
- A thorough understanding of water quality regulations, other related rules and regulations, and pollution prevention best management practices
- Interact with the public, contractors, developers and others in all situations while maintaining a professional, pleasant and courteous demeanor
- Communicate in a concise and effective manner
- Ability to establish and maintain effective working relationships with division supervisors, department heads, construction personnel, equipment operators, supervisors and crews, contractors, private citizens and other members of the public
- Exercise sound and good judgment at all times
- Ability to read and interpret complex construction drawings, plans and specifications
- Organize, delegate, and establish meaningful goals; prepare and present highly complex reports in verbal and written form; coordinate and direct a variety of major construction and maintenance programs related to public works projects; prioritize tasks; establish effective working relationships with employees and the public; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision.
- Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data that may influence important decisions; requires a well-developed sense of strategy and timing; ability to deal well with upset and irate people; regular and frequent contact with persons of high rank, requiring tact and judgment to deal with and influence people
- Ability to prioritize workload and in consultation with supervisor sets deadlines and develop projects
- Exercise initiative, independent judgment, and to act resourcefully under varying conditions

Working Conditions

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions—including but are not limited to the job functions, qualifications, and competencies listed herein—of this job in the working conditions below. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The successful candidate must be able to perform under the physical demands and work environment including but not limited to the following:

- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus
- Sit at a desk or table to operate a computer and related equipment and to type, read, proofread, interpret, and apply information obtained therefrom
- Stoop and/or bend to move items in a standard office environment
- Regularly walk, stand, or stoop
- Lift, carry, push, pull or move items weighing up to 80 pounds
- Ability to manipulate required job equipment as well as drive a vehicle safely while observing all necessary laws and procedures.
- Exert a moderate to heavy amount of physical effort with some instances of working outdoors in adverse weather and/or construction sites as well as working on or near traffic lanes
- Exposure to fumes, odors and hazards associated with Inspections, may get into trenches, and operate construction equipment. Ability to sit or stand for long periods of time
- Work for sustained periods of time while maintaining efficiency, attention to detail, alertness, proficiency, and accuracy in a moderately stressful environment
- Must be able to give and follow directions to maintain a safe working environment while in the field
- Will require the ability to drive to the City properties, as well as to other meetings and appointments
- Must be able to lift and carry moderately heavy materials, supplies, and equipment (25-50 lbs.) frequently; objects weighing 50-75 lbs. occasionally

Note: The above statements are intended to describe the general nature and level of work being performed by the Assistant Public Works Director - Utilities. This job description is not intended to be an exhaustive list of duties, responsibilities, and skill required for this position.

Compensation and Benefits

SALARY RANGE:

Please note hiring will normally occur at the Minimum of the range and will not exceed the Midpoint of the range. The full salary range is as follows:

Minimum - \$72,788/yr.

Midpoint - \$89,165/yr.

Maximum - \$105,542/yr.

BENEFITS:

The City offers a competitive benefits package including several health insurance options (one of which has a \$0.00 employee premium payroll deduction with Wellness program participation), dental insurance, life and long-term disability insurances, an EAP (including mental health short-term counseling services) for the whole family, a free Teledoc program for the whole family, monetary incentives for wellness program participation, and a HSA (health savings account) with an Employer match. The City also offers the employee the option to elect to add on Vision, Accident, Hospital, Critical Illness, additional Life Insurance coverage and FSAs (flexible spending accounts).

The City participates in the Utah Public Retirement System (pension). In addition, the City does not participate in Social Security so no Social Security taxes are deducted from your paycheck. In lieu of the City's Social Security contributions, the City contributes 6.2% of salary into a 401(k) retirement plan.

Leave time benefits include 120 hours of paid time off (PTO) accrued annually, 40 hours of short-term medical accrued annually, and 11 holidays annually. The City also offers flexible work week schedules (all schedules must be approved by the department head).

CLOSING DATE:

Open until filled

Disclaimer

SUSPENSION OF PROCESS, ETC.:

The City reserves the right to reject any and all applicants, to waive any requirement set forth in this announcement, and to hire anyone as the City Manager or designee deems to be in the City's best interest, all subject to legal requirements. Any application in response to this announcement is at the applicant's sole risk and expense. Although the City anticipates hiring one of the applicants responding to this announcement, there is no guarantee that any responding applicant will be hired.

Saratoga Springs is an Equal Opportunity Employer.

NOTES:

- The City will provide reasonable accommodations as needed
- Pre-employment drug testing, proof of employment eligibility, and a background check is required

Application Special Instructions

The City of Saratoga only accepts applications using our online application available at www.saratogasprings-ut.gov. All candidates are required to submit an online application. Please attach any supporting documentation to your online applications such as cover letter, resumes, or proof of certifications.

Please contact the Human Resources Department at 801.766.9793 X187 or 801.766.9793 X121 or email us at hr@saratogasprings-ut.gov if you have any questions.