

City of Lowell
Job Description
Please Post: June 13, 2014
Deadline: June 27, 2014
Water Utility
Executive Director

Job Title: *Executive Director* (1100-DH02, 2031)
Department: Water Utilities
Reports To: DPW Commissioner/Assistant City Manager
FLSA Status: Exempt
Salary: \$85,180.68 (min) to \$100,051.64 (max)

SUMMARY

Directs and administers all jurisdictions including engineering, maintenance, operations and capital improvements of the physical facilities and the Utility.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Formulates and administers policy concerning all functions of the Utility; including personnel.

Is directly responsible for efficient fiscal planning and budgeting, the development of modern management programs, centralized purchasing, inventory control, and the recruiting of qualified personnel.

Shall be responsible for implementing modern methodology to insure a productive working relationship with personnel at all levels.

Responsible for the development of resources to obtain all available Federal and State funds for the Utility.

Maintains an effective and ongoing relationship with various representatives of the City and the general public.

SUPERVISORY RESPONSIBILITIES

Manages four subordinate supervisors who supervise a total of 40 employees in the Administration Office, Operations Division, Laboratory, Maintenance Division, and Engineering Division. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree with Mass P.E Registration desired, plus five to seven years managerial experience with municipal water systems. Comprehensive knowledge of the principles and practices of the operation, maintenance, process control, administration, engineering and industrial pre-treatment of a large modern Water Treatment facility. Comprehensive knowledge of modern principles and practices of public administration; working knowledge of the principles and practices of engineering as it relates to and is applied to the operations and administration of diversified Utility activities; knowledge of the laws and regulations concerning labor negotiation and collective bargaining contract administration. Demonstrated ability to direct and supervise the Utility and public activities on a large scale and in a coordinated and efficient manner. Strong supervisory and interpersonal skills required.

Knowledge of United States Environmental Protection Agency (EPA) and Massachusetts Dept. of Environmental Protection (DEP) permit requirements, laws, rules and regulations. Ability to establish effective working relationships with subordinates, representatives of the City, and the public. Initiative and resourcefulness in handling general administrative problems.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and taste or smell. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; and outside weather

conditions. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, and CORI post offer.

Qualified/interested individuals send resume and/or application to the Human Relations Office, Room 19 City Hall, Lowell, MA 01852 by 4:00 PM on: Deadline – June 27, 2014. Applicants may also send resume and/or application to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer