South Jordan City

Job Description

Title:	**Storm Water & Sanitation Manager**	**Effective Date:**	**9/19/16**
Org:	**220570**	**FLSA:**	**Exempt/Executive**
Pay Grade:	**18**	**Workers Comp:**	**Municipal**

GENERAL PURPOSE

Perform a variety of managerial duties related to planning, organizing, directing and coordinating the day-to-day maintenance, repair and operations related to the storm water system and sanitation. Perform a variety of managerial duties related to planning, organizing, directing and coordination of residential garbage and recycling services.

SUPERVISOR

Associate Director of Public Works

POSITION(S) SUPERVISED

Storm Drain Maintenance Lead Worker
Storm Drain Maintenance Workers
Sanitation Maintenance Workers
Stormwater Inspector

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Plan, organize, direct, and oversee the management of the storm water division within the city including all aspects of the storm drain system; monitor, review and approve design and work of contractors; update and maintain standards for all storm drain system projects; act on all requests for new service line connections, determine most feasible methods and location for such installations; manage bid processes for contracted work and projects.

Prepare work assignments, orient Lead Worker to project details; provide guidance as to project specifications, deadlines, standards and methods of construction; assure proper safety and quality control through training programs.

Manage and oversee division work order management and infrastructure asset management ensuring accurate documentation of work activities and asset condition.

Establish and maintain documentation, records, maps and related detail for all storm water infrastructures; utilize system maps and records during emergency operations.

Maintain Compliance with all State and Federal standards, DWQ, OSHA, EPA, Clean water Act, UPDES and GASB-34

Plan, organize, direct, and oversee the management of the sanitation division within the city including all aspects of residential garbage and recycle services; manage contract, communications, and performance expectations with contracted curbside hauler; evaluate and implement special garbage services that meet the needs of residents; receive, respond and remedy resident concerns/complaints regarding garbage pickup and services.

Prepare work assignments for sanitation maintenance workers; establish and track sanitation services levels of service; utilize sanitation resources effectively and efficiently; assure proper safety and quality control through training programs.

Assist in the preparation of division budget by preparing appropriate projections of division needs related to personnel, equipment, and materials.

Instruct and train employees in the proper operation and maintenance of a variety of equipment and in proper safety procedures to reduce/eliminate accidents and injury.

Receive and handle citizen complaints; process contractor complaints; provide information, explanation or resolution to problems.

Serve as member of city development review committee (DRC); assist in the plan review processes and pre-construction meetings.

Must remain available for phone contact and respond to work site within one (1) hour of notification and be in compliance with the City's Drug & Alcohol policies.

Subject to uncompensated stand-by by rotation for a given event, such as a pending snow storm event or response to a natural disaster. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

   A. Bachelors Degree from an accredited college or university with major course work in business, engineering or related field;

   AND

   B. Four (4) years of experience in a field directly related to above duties; two (2) years of which have been in a supervisory capacity;

2. Special Qualifications:

   Valid Utah Class B Commercial Driver License

   Certifications:
   Registered Storm Water Inspector
   CPR & First Aid Certifications

3. Knowledge, Skills, and Abilities:

   Knowledge of construction drawings and specifications; methods of line installation and maintenance; pipe classifications; and trench construction.

   Intermediate computer operations and software use such as spreadsheets and word processing. Ability to operate a personal computer and Microsoft products.

   Work effectively with the other employees, elected officials, local agencies, and the general public.

   Ability to organize and manage multiple projects.

Considerable knowledge of state and federal regulations governing installation and maintenance of water systems.

Ability to supervise and motivate employees. Skilled in problem solving.

Ability to operate heavy equipment under various weather conditions and perform physical labor task.

Ability to communicate effectively with both supervisor and subordinates verbally and in writing.

4. Working Conditions:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting (40-60 lbs.), etc. Talking, hearing and seeing essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	**Municipal Exempt**	**EEO-4 Class:**	**Official/Adm**
Location:	**Storm Drain**	**EEOP Class:**	**Official/Adm**
Group/BU:	**General Pay Plan**	**Tech-Net Match:**	**2084**