



## Position Description

Title: Director of Water Resource Protection  
Status: Full Time  
Class Grade: 40 18  
FLSA Status: Exempt  
Department: Water Resource Protection  
Revision date: June 2024

Nature of Work: The Director is a department head position responsible for the complete operation, maintenance, and administration of the Water Resource Protection Department. This department includes all wastewater and stormwater utility infrastructure and assets pertaining to the wastewater treatment plant, pump stations, and sewer and stormwater collection systems. The department also administers the City's MEPDES and MS4 discharge permits that include the Industrial Pretreatment Program, Stormwater Management Program, and Combined Sewer Overflow Abatement Program. The Director is responsible for the performance of the department infrastructure, all its regulatory responsibilities, and department employees.

Supervision Received/Exercised: Work is performed with considerable discretion, initiative, and independent judgment under the broad policy guidance and general supervision of the City Manager. Work is reviewed through informal discussions, periodic feedback sessions, evaluations, and feedback from the public, management team of the City and general observation of work performance and/or results obtained. Exercises supervision and guidance for the Treatment Systems Manager, the Collection Systems Manager, Engineering Manager, and all other departmental personnel, and employees shared with other departments.

### Essential Duties and Responsibilities:

- Responsible for developing and submitting the operating budget for the entire department inclusive of all its cost divisions in the Sewer User Fund. This budget shall be submitted to the City Manager and City Council on an annual basis, and the Director shall be prepared to justify the proposed budget at the City Manager's budget review and at the City Council budget hearing for approval by the City Council.

- Will be responsible for the planning and submission of a department Capital Improvement Plan (CIP) and budget for each fiscal year and carrying forward with the implementation of that plan.
- Shall calculate the annual residential sewer user fees, industrial user fees, as well as septage and holding tank fees for recommendation to the City Manager and for approval by the City Council.
- Responsible for the administration of the Sewer User Fund.
- Responsible for the planning, financing, and implementation of improvements and replacement of all structures and equipment in the sewer/storm collection and treatment systems that may require expansion or upgrading to meet the needs of the community or are required for regulatory compliance.
- Shall administer the Federal and State National Pollutant Discharge Elimination System (NPDES) discharge permits for the City to assure compliance of all federal and state water quality requirements, provisions, and policies for wastewater discharges.
- Shall administer the Federal/State General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4) for the City to ensure compliance of all federal and state water quality requirements, provisions, and policies for stormwater discharges.
- Responsible for the planning and implementation of regulatory compliance for Total Maximum Daily Loads (TMDL) and Watershed Management Plans in the City's five urban impaired streams.
- Responsible for the planning and implementation of the City's Stormwater Program Management Plan, implementing six minimum control measures to the maximum extent practicable from urban areas.
- Responsible to manage the department's Asset Management Program, which enhances and informs the department's current asset management practices based on asset risk ratings, maintaining the current CMMS that allows geospatial tracking of asset activities, and to produce long term CIP planning for sewer and roadway assets.
- Initiate and make recommendations to changes in the local ordinances for compliance with federal and state requirements in providing local regulations and authority for implementation of Federal/State water quality regulations.
- Supervisory duties will include, but may not be limited to, directing daily tasks and work assignments within the department, addressing personnel performance concerns, completing evaluations, ensuring staff adherence to City policies and procedures, coaching and mentoring staff, and maintaining a high level of professional customer service, morale, and productivity within the Water Resource Protection Department.

- Ultimately responsible for the performance of all departmental employees and for fostering a safe/healthy, stable work environment. Responsible for prioritizing and assigning work to division managers and ensuring that the work is satisfactorily completed. May have to respond to or investigate employee complaints and grievances.
- Ensure that the Personnel Policy of the City is adhered to within the department.
- Responsible for providing guidance and direction in the department organization as well as establishing priorities and goal-setting in the activities of personnel responsible for planning of operations and maintenance.
- Responsible for the forward-thinking strategic direction of the department, maintaining up-to-date knowledge of new technologies and assessing their utility and implementing innovations to improve systems and performance.
- May serve on various City, departmental, employee, or other committees as they may be assigned or required.
- Serve on standing and/or ad hoc City committees as necessary.
- Prepare RFPs and award contracts based on City's Purchasing Ordinance.
- Hold vendors to the contract to ensure the City receives the services it paid for.
- Retain familiarity with, and ensure enforcement of, the rules outlined in the City's Personnel Policy.
- Help create and maintain a safe work environment for employees and the public
- Respond in a timely, courteous, and factual manner to citizen inquiries/complaints
- Other related duties as prescribed by the City Manager.
- Interact with City Councilors, and Council as a whole, only through the City Manager, unless otherwise authorized by the Manager or Charter.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of administration, financing, equipment, facilities, operations, and maintenance methods and procedures used in wastewater treatment systems, sanitary and stormwater collection systems, residuals management, and pumping stations.
- Ability to provide guidance and direction in the organization and supervision in the activities of personnel planning operations and maintenance work.
- Ability to communicate effectively, verbally, and in writing.
- Ability to establish and maintain effective working relationships with employees, other City departments, federal/state regulatory agencies, contractors, vendors, the professional community, and the public. Ability to work productively and cooperatively with supervisors, co-workers, contractors, vendors, and the public.
- Excellent computer skills including effective use of Excel, Word (or other software) and Google Workspace to prepare and present data to effectively make persuasive cases for capital improvements and manage the facilities.

- Ability to utilize other computer software including the MS Office suite and Google Workspace and ability to learn new and specialized software.
- Knowledge of regulatory requirements pertaining to operations and maintenance activities for compliance with NPDES and MS4 discharge permits.
- Strong knowledge of budgets, capital improvement programs, and asset management programs.
- Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.
- Knowledge of municipal government administrative practices and procedures.
- Knowledge of effective supervisory and management principles and practices.
- Knowledge of budgeting, accounting, finance, and purchasing methods and principles.
- Knowledge of methods, materials, terminology, tools, and equipment associated with water resource protection facilities planning, construction, repair, and maintenance.
- Skill in managing complex projects.
- Skill in operating essential office equipment, including computers and associated software applications.
- Skill in records management and retention.
- Knowledge of occupational safety and training, staff development, needs assessments and surveys, public relations, and labor relations.
- Ability to analyze problems, evaluate alternatives, and make sound decisions and recommendations.
- Ability to delegate work, plan, and organize the work of others.
- Ability to manage project/activity deadlines of self and others.
- Knowledge of safety requirements as they pertain to employees of the department.
- Ability to respond in a timely, courteous, and factual manner to inquiries/complaints made by the public.
- Ability to effectively prepare, award and ensure compliance with RFPs.
- Ability to work occasional nights, weekends, and holidays as necessary.

Minimum Qualifications:

Education: Graduation from a four-year college or university with a degree in environmental science, public health, civil engineering, public administration, or a closely related field required.

Experience: Five (5) years of experience relating to the administration, construction, repair, operation, and maintenance of wastewater treatment systems, pump

stations, and collection systems, including the requisite supervision of department personnel, or any equivalent combination of education and experience.

Must possess and maintain a valid state driver's license for the duration of employment. Must hold or be able to acquire a Maine Grade 5 - Biological Wastewater Treatment Plant Operator license within eighteen (18) months of initial hire.

Must have flexibility to work evenings, weekends and holidays as needed and required.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to use hands to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee frequently is required to stand and talk or hear; climb steep stairs; walk; and sit; and occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell.
- The employee must occasionally lift and/or move up to fifty (50) pounds.
- Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee may occasionally work in outside weather conditions and is occasionally exposed to adverse weather conditions, including extreme heat or cold.
- Must have mobility sufficient to operate in a building, office, and field environment, including site visits to any property within the City, and may also include construction sites in various stages of development. Field sites may include uneven ground and areas with potential hazards. Appropriate safety equipment will be provided.
- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is occasionally loud in field settings, and moderately quiet in office settings.

*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 of this job.*

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions, provided that such reasonable accommodations do not pose an undue hardship for the City. External and internal candidates, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either aided or with assistance of a reasonable accommodation to be determined by management through the interactive process, on a case by case basis.*

***The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.**