

City of Springfield, Oregon: Assistant ESD/MWMC Manager

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Representation: Not Represented	FLSA: Non-Exempt
Job Code: 168129	Grade/Range: 40
	Effective Date: March 2005 (Rev 2008.02)

General Summary of Duties

This management position provides division wide functional support and highly complex staff assistance to the Environmental Services/MWMC Manager. The position assists the Manager in the planning, directing and review of activities of the Division, and oversees, under the general supervision of the Manager, the MWMC Construction Management and Capital Improvements planning section of the Division. The position assists with MWMC administrative services and supports Environmental Services and Public Works management with capital infrastructure matters; the position regularly deals with other Public Works employees, other City employees, other levels of government, and citizens and professionals in connection with projects and assignments; Acts in capacity of the Environmental Services Manager or other Environmental Services supervisors in their absence, as assigned. Performs related duties as required.

Distinguishing Characteristics

Work is performed under the general direction of the Environmental Services/MWMC General Manager but considerable leeway is granted for the exercise of independent judgment and initiative. The Assistant Environmental Services/MWMC Manager position is distinguished from that of other supervisors in the division by the fact that the Assistant Environmental Services/MWMC Manager has a division-wide perspective and responsibilities and may be assigned to any area of responsibility within the division, whereas other supervisors in the division generally have specific defined areas of responsibility. The Assistant ESD/MWMC Manager differs from that of the Environmental Services/MWMC General Manager in that the latter has responsibility for the entire Environmental Services Division and management of the MWMC administrative activities.

Supervision Received and Exercised:

The Assistant ESD/MWMC Manager reports to the Environmental Services/MWMC General Manager. Supervises ESD supervisors and other ESD staff such as the Supervising Civil Engineers and their work units.

Essential Job Functions: Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.

- Assists in the development, planning and implementation of the division goals and objectives;
- Assists in developing and prioritizing Division's work plans and budgets; understanding, representing and supporting the Division's, Department's and City goals and objectives; and providing work unit resources and expertise where possible and appropriate to meet these broad objectives;

- Assists Supervisors, as assigned, to ensure that projects are scheduled and completed; commits resources to accomplish goals and objectives;
- Manages ESD staff responsible for the coordination and development of the MWMC Capital Improvements Program (CIP), and the design and construction of regional wastewater (MWMC) facilities;
- Provides management of MWMC Construction Program activities, including establishing and overseeing work programs, schedules and priorities; managing multi-million dollar contracts for legal, risk management, engineering, project management, construction, and inspection and other services;
- Provides overall coordination and integration of projects managed by project managers and design teams made up of Eugene and Springfield staff; takes steps to resolve miscommunication or disputes that arise among vendors, contractors, teams and staff;
- Prepares and provides, in oral and written format, information and reports to the ESD Manager, Wastewater Division Director, Public Works Directors, the MWMC, and elected officials; works with the Commission, appropriate senior staff and officials to achieve Facilities Plan implementation objectives and other Commission goals; oversees periodic updates to the MWMC Facilities Plan;
- Establishes regular communication with regulatory agencies to assure compliance with existing and new regulations;
- Prepares or oversees the preparation of the annual MWMC CIP, presents the CIP and manages the updates, approval processes, and integration with the MWMC and City budget and financing processes;
- Responds to sensitive, highly-political inquiries and issues involving various elected officials and other political figures in the metro area;
- Monitors program expenditures and interfaces directly with MWMC and Eugene, Springfield and Lane County on CIP financing matters;
- Assists ESD/MWMC Manager and other Public Works Department managers with capital infrastructure matters, or with general division/department management needs;
- Assists ESD/MWMC Manager with MWMC administration services, and with other related management level responsibilities as assigned;
- Acts in capacity of ESD General Manager in the Manger's absence, as assigned; serves as acting General Manager of MWMC to include running the MWMC meetings with full authority vested by the Commission; acts in capacity of other ESD supervisors, as assigned;
- Performs other related duties consistent with the role and function of the classification.

Qualifications

Knowledge of:

- Work programming and project management techniques.
- Long-range facilities planning;
- Long-range capital planning principles
- Local, State, and Federal laws, regulations, codes and administrative rules and processes pertaining to water quality and wastewater treatment requirements;
- Public administration laws, principles and practices;
- Research methods and analysis;
- Principles and practices of supervision, training and personnel management;
- The principles and techniques of contract administration, competitive bidding and procurement requirements;
- Municipal budget methods, procedures, and techniques;
- Local Municipal and County decision making processes and protocols;
- Methods and techniques of public process, meeting management and group processes;
- Computer applications and uses for management and office work activities;

Ability to:

- Manage capital programs with large budgets and substantial implications for adequacy of public infrastructure to meet capacity needs, regulatory requirements, and community concerns;
- Supervise others to achieve an effective work force and to supervise the work of other agency staff who are part of project teams but not formally under Springfield supervision;
- Effectively resolve conflicts among interagency staff and contractors;
- Work effectively with elected and appointed officials, senior staff, legal counsel, and hired consultants for MWMC, Eugene, Springfield, and Lane County;
- Develop and implement programs;
- Analyze and formulate complex financial, administrative, organizational and management decisions and recommendations;
- Develop, administer, and monitor budgets
- Communicate both orally and in writing;
- Write and present accurate, understandable reports
- Use a computer and associated software in order to perform the essential functions of the position

Experience and Training: Any equivalent combination of education and experience which provides the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge, skills and abilities would be:

Completion, or equivalent, of a job-related four-year college degree program and related work experience, typically six years of increasingly responsible professional experience in public works, wastewater or environmental management and a minimum of two years management level experience. A Masters degree may substitute for one year of non-supervisory experience.

Required Special Qualifications

- None

Working Conditions

The principal duties of this class are performed in a general office environment; however, the incumbents travel to and works at project development sites. The incumbent must have the mobility and ability to perform job duties at various locations throughout the City on a regular basis. Attendance at meetings outside the normal 8 to 5 work day is a routine requirement for this position.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Classification History:

2005.03: New Classification Adopted: A 3/9/05 memo outlining the background and future plans for this position can be found in the Classification folder. It should be reviewed prior to the next recruitment for the position.

2008.02: Duties and responsibilities changes. Removed PE requirement