

# Public Utilities Administrator

Under guidance from the Colchester/East Hampton Joint Facilities Committee, East Hampton Water and Sewer Commission and the East Hampton Town Manager, performs high level technical and professional work concerning all areas of the Colchester/East Hampton Joint Facilities Committee and East Hampton Water and Sewer Commission. This includes the management of the Colchester/East Hampton Wastewater Treatment Plant and its multi-town planning region, all wastewater infrastructure including pumping lift stations, sewer lines and odor control stations. Manages the East Hampton public water system and water development and other related work as required.

## **General Description**

Works under the general supervision of the Colchester/East Hampton Joint Facilities Committee, East Hampton Water and Sewer Commission and the East Hampton Town Manager exercising independent judgment in daily activities.

Carries out assignments to assure action on a great variety of administrative matters in addition to line and certain staff functions such as personnel, public information, long-range planning, and management analysis.

## **Reports to:**

Reports to the Colchester/East Hampton Joint Facilities Committee, East Hampton Water and Sewer Commission and the East Hampton Town Manager.

## **Supervision Exercised:**

Supervises assigned technical and clerical employees.

## **Essential Duties and Responsibilities-Colchester East Hampton Joint Facilities Committee**

- Oversees and directs operations of the Joint Facilities staff, and facilities, including a 3.9 mgd regional wastewater treatment plant, 25+ pumping lift stations, force mains, odor control stations, sewer collection systems and regional septage receiving program.
- Attends all meetings of the Colchester/East Hampton Joint Committee. Responsible for the preparation of agendas and minutes.
- Recruits and screens candidates, conducts interviews and recommends to Town Manager new hires of operational personnel in conjunction with Joint Facilities Committee.
- Oversees and administers Joint Facilities employee relations, participates in negotiations of working agreements, and purchasing programs.
- Responsible for overall fiscal planning of the Joint Facilities Committee including annual operations budget, capital improvement plan and interacts with the Colchester Water and Sewer Commission and East Hampton WPCA.
- Responsible for the coordination of sewer maintenance in Colchester and East Hampton, including maintenance of regional Towns under contract. When necessary, provide mutual assistance to all Towns in the Regional Planning area of the Joint Facilities and respond to their inquiries and correspondence.
- Responsible for coordination and maintaining compliance with State and Federal levels of government.

## **Nonessential Duties**

Assists Town staff in other related municipal projects.

**Essential Duties and Responsibilities-East Hampton Water and Sewer Commission WPCA**

- Oversees and directs daily operations of the East Hampton wastewater collection system utilizing Joint Facilities staff as required by the Colchester/East Hampton Inter-Municipal Agreement.
- Attends all meetings of the WPCA and its subcommittees. Responsible for the preparation of agendas and minutes.
- Recruits and screens candidates, conducts interviews and recommends to Town Manager new hires of operational personnel in conjunction with East Hampton Water and Sewer Commission.
- Responsible for overall fiscal planning of the WPCA, including annual operating budget, capital improvement plan and interlocks with the Colchester Water and Sewer Commission and East Hampton WPCA
- Responsible for recommending a user charge for annual sewer use and coordination with the Collector of Revenue.
- Coordinates connections to sewer system by individuals and developers. This includes overseeing expansion of the sewer system.
- Responsible for individual sewer projects on a continuous basis.
- When requested responds to inquiries and correspondence. Responsible for coordination and maintaining compliance with State and Federal levels of government.

**Town of East Hampton Public Water System Duties:**

- Chief staff person responsible for the daily administration, operation, and maintenance of the Town's public water systems. Coordinates connections to water system by individuals and developers.
- Oversees and administers the Town's efforts to develop and obtain funding for an expanded public water system including coordination with the Town Council, Town Manager, and state and/or federal agencies as requested by the Town Manager.
- Responsible for individual water projects on a continuous basis
- Responds to inquiries and correspondence.
- Responsible for coordination and maintaining compliance with State and Federal levels of government. Acts as Administrative Contact pursuant to RCSA section 19-13-B102.

**Nonessential Duties**

Assists Town staff in other related municipal projects.

**Knowledge, Skills, and Abilities**

- Thorough knowledge of sewer and water practices. Administrative and executive ability to initiate, organize and follow through on programs and projects.
- Ability to deal effectively with employees, department heads, Town Officials, and the public.
- Ability to study sewer and water operations and make recommendations for improvements.
- Ability to present ideas and policies to agencies and individual groups.

**Desirable Experience and Training:**

College degree in an appropriate field, or significant related experience, with considerable responsible management experience in public utility activities (water and wastewater) including supervisory

experience and long-range planning. Appropriate technical or engineering experience required. Related work in public and business administration is desired.

**Special Requirements**

- State of Connecticut Department of Health Class II Water Distribution License and State of Connecticut Department of Health Class II Water Treatment Plant License required. The successful candidate must demonstrate the ability to obtain within a year of employment.
- Computer literacy required.
- Must possess and maintain a valid Connecticut motor vehicle operator’s license.
- Significant knowledge of wastewater operations generally achieved through formal training or experience.

**Tools and Equipment Used**

Personal computer including word processing applications, GIS Mapping, Modeling software, calculator, phone, copy machine and fax machine. Process controls typical to water and wastewater operations.

**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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of water systems and sewer sites. Some evening and weekend work will be required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job the employee is frequently required to talk or hear, sit; use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

**General Guidelines**

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 needs of the employer and requirements of the job change. This is an exempt position.