

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Water Production Executive

**CLASS CODE:** 4315

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification direct the activities of the Production Group containing Supply and Purifying Section, Power and Pumping and Conservation.

### **DISTINGUISHING CHARACTERISTICS:**

This is an advanced-level managerial classification in the Administrative Engineering Series – General Engineering Management Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include managing diverse Water Production activities for the Water Department.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

### **EXAMPLES OF WORK (Illustrative Only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Plans, organizes, coordinates and controls the work unit's operations/programs to establish operational priorities, coordinate these operations with other functions within the agency, and ensure program objectives and standards are established, attained and congruent with overall goals.

Determines and requests/submits staff, material and equipment needs for managed operations/programs.

Contributes to the formulation and justification of budgetary requests for the agency as a whole.

Determines performance evaluation standards and procedures to provide information to subordinate staff on individual work performance expectations to ensure complete and objective appraisal of subordinates' performance.

Develops and directs the implementation of operational plans pertinent to managed operations/programs to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness of managed operations/programs.

Oversees maintenance of routine leak inspection program; ensures support is provided to Customer Service in detecting leaks.

Oversees the installation of customer service taps.

Ensures provision of emergency shutoff service to large customers.

Answers inquiries from the Mayor's Office, Division of Fire and Fire Prevention and Aldermen; answers questions from customers and citizens related to the water system; answers inquiries about claims against the Water Division.

Manages and coordinates work of several related units supervised by subordinate engineering managers; reviews operations and maintenance with subordinate managers.

Monitors projects to ensure accurate completion by due date; performs visual inspections of contractor's work.

Oversees preparation of budgetary requests and requisitions for materials and equipment.

Responds to emergency situations by directing activities; ensures emergency procedures are followed and service is provided to customers without water; monitors situation to ensure repairs are completed and normal service is restored.

Directs long range planning, and the design and construction of major capital improvements.

Communicates with other city department representatives, vendors, contractors and federal, state and local officials; meets with consultants to discuss new facilities.

Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

### **Human Interaction:**

Requires the ability to manage and direct a large group of employees, which may include first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

**Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a personal computer, motor vehicle and/or materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as financial statements, technical operating manuals, inspection reports, entry logs, performance reviews, ordinances and codes and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform moderately complex algebraic and geometric and trigonometric operations; ability to interpret descriptive statistics.

**Functional Reasoning:**

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as dirt, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, or irate individuals.

**Physical Requirements:**

Requires the ability to lift, carry, push and pull objects and materials of moderate weight, twelve (12) to fifty (50) pounds, such as office equipment.

Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling to inspect progress of work projects.

**Sensory Requirements:**

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds and odors associated with job-related objects, materials and tasks, such as inspecting contractor's work.

**EDUCATION AND EXPERIENCE STATEMENT:**

Bachelor's degree in Civil, Mechanical, Electrical or Chemical Engineering accredited by the Accreditation Board of Engineering and Technology, Inc.; plus five (5) years of experience in the operation of a large water treatment facility. At least two (2) years of this experience must include supervising/managing staff involved in water production operations; or an equivalent combination of education, training and experience.

**SPECIAL REQUIREMENTS:**

Registration as a Professional Engineer in the State of Missouri.

Possess or be able to obtain a Missouri Class "A" Public Drinking Water Treatment Systems Operator certification by completion of the working test period.

Possess and maintain a valid Missouri driver's license while employed by the City of St. Louis.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.