



City of Mount Clemens

One Crocker Boulevard
Mount Clemens, Michigan 48043

JOB OPENING

POSITION: UTILITIES DIRECTOR

DEPARTMENT: UTILITIES DEPARTMENT

COMPENSATION: The City offers a competitive compensation and benefit package commensurate with education, experience and ability.

TYPICAL DUTIES:

- Oversees and manages the employees and operation of the City utilities including the wastewater treatment plant, pumping stations, sanitary sewer system, storm water system, and water distribution system; maintains the facilities and grounds of the utilities and related systems in compliance with all federal, state and local regulations.
- Inspects facilities and equipment to evaluate their condition, oversees production, treatment, distribution of potable water and collection and treatment of sanitary sewage; reviews plans and meets with engineers and contractors on construction projects affecting the utilities; oversees the maintenance and preventative maintenance programs for the facilities, grounds, vehicles, and equipment assigned to the department; responds to inquiries regarding water and wastewater matters or problems; responds to changing regulations and technology relating to water or wastewater treatment and employee health and safety.
- Prepares and administers the department budget in conformance with guidelines established by the Manager; manages the department in a cost-effective manner.
- Prepares reports on utility operations as required by federal, state, or local regulations; ensures compliance with applicable laws and regulations.
- Delivers analysis through written and oral presentations.
- Performs other duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree in environmental sciences, civil engineering, biology, chemistry, or related field highly desired.
2. Minimum two years supervisory with five years' experience in water and/or wastewater treatment or distribution and collection systems is preferred. An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be substituted.
3. MDEQ Class B Sewage Treatment Works classification, MDEQ F-1 Water Filtration Plant classification, MDEQ S-1 Water Distribution classification licenses will be given extra consideration, but not required.
4. Thorough knowledge of the principles and practices of water and wastewater treatment, distribution and collection transmission lines, pumping stations, metering, and other utility systems operations; thorough knowledge of the local, state and federal laws and regulations relating to water and wastewater treatment, distribution and collection.
5. Ability to interact with employees, other departments, and the public.
6. Strong computer skills desired.
7. Must possess and maintain a valid Michigan driver's license with a good driving record.

APPLICATION DEADLINE: 4:30 p.m., Wednesday, November 30, 2016

APPLICATION PROCEDURE: Please submit a letter of interest, resume and three professional references along with an employment application.

Employment applications are available from the Human Resources Department, One Crocker Boulevard, Mount Clemens, MI and on the City's Web site www.cityofmountclemens.com.

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www.cityofmountclemens.com

Equal Opportunity Employer

10/28/16