

**CITY OF WEST COLUMBIA, SOUTH CAROLINA  
JOB DESCRIPTION, FEBRUARY 2015**

**JOB TITLE: DIRECTOR OF PLANNING, ENGINEERING AND WATER PLANTS  
WATER PLANTS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under limited supervision oversees and performs engineering functions and provides support to personnel in assigned areas. Responsible for developing policies and procedures, supervising subordinate staff, researching and analyzing engineering data, reviewing and designing plans, approving and maintaining related engineering information and providing assistance with project inquiries and concerns. Responsible for ensuring that the Water Treatment Plants are operated to meet all regulatory criteria established by the U.S. Environmental Protection Agency (EPA) and the SC Department of Health and Environmental Control (DHEC). Oversee all functions related to the operation of the water treatment facilities ensuring compliance with established policies and full utilization of personnel, materials and facilities for the production of quality water.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Oversees the day-to-day operations of the City of West Columbia water plants. Coordinates with the plant superintendents to ensure the plants, including the pumps, laboratory and appurtenances, are operated and maintained in compliance with regulatory agency guidelines (EPA and DHEC) and to ensure adequate production and pressures of water for the required demand of the service area.

Performs such supervisory duties as instructing, planning, assigning, and reviewing work of others. Recommends disciplinary actions, transfers; promotions and discharges. Conducts interviews and recommends selection of competent personnel to fill department vacancies. Maintains leave records, reviews and approves time sheets.

Prepares and /or approves appropriate reports as required by regulatory agencies and submits in a timely manner. Prepares budgets for both water plants. Prepares bids for chemicals and major purchases. Monitors expenditures to ensure that all expenditures are within budget limits.

Reviews, and may design, plans to ensure code compliance for water/wastewater engineering projects.

Prepares, approves, evaluates and maintains related engineering reports and other information, including specifications, invoices, proposals, grant documentation, permits and/or budgets.

Periodically performs surveys to establish elevations of utilities for the Utilities Department.

Investigates and responds to inquires and concerns from contractors, other departments and agencies and the general public.

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### **ESSENTIAL JOB FUNCTIONS (continued)**

Recommends water and sewerage infrastructure improvements, develops plans for major civil engineering projects; supervises and participates in project design; prepares detailed specifications for projects.

Receives various forms, reports, correspondence, engineering design reports, engineering plans, project pay estimates and requests, budget reports, service requests, employee evaluations, codes, ordinances, regulations, policies, procedures, manuals, directories, reference materials, or other documentation.

Coordinates utility conflicts with SC Department of Transportation (SCDOT) on proposed highway improvements.

Serves as project manager on special federally funded projects from SCDOT.

Prepares and/or reviews highway encroachment permits for the SCDOT.

Reviews plats, plans, specifications, site development plans and subdivision designs prepared by engineering consultants, developers and other contractors for accuracy, completeness and conformance with various laws, codes and regulations, and engineering standards.

### **ADDITIONAL JOB FUNCTIONS**

Prepares annual water audit and Consumer Confidence Report for review and approval by DHEC.

Responsible for maintaining compliance of storm water program, which is administered by EPA and DHEC. Coordinates works with the County of Lexington and other municipalities in the Lexington County Storm Water Consortium.

Coordinates sewer taps and connections with the City of Columbia.

Establishes and maintains a fats, oils, and grease (FOG) program for the City of West Columbia and coordinates the program results with City of Columbia officials.

Maintains a fire hydrant flushing program on existing fire hydrants.

Supervises a Geographical Systems (GIS) analyst to provide updated maps for the water distribution system, sanitary sewer system and storm water management program.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's Degree in civil engineering or closely related field; supplemented by five (5) years of progressively responsible experience in public works, civil design, construction and operations; or any equivalent combination of education, training and experience which provides the requisite

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knowledge, skills and abilities for this position. Must possess and maintain a valid South Carolina driver's license. Must possess and maintain a Professional Engineer license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate an automobile and a variety of automated office machines including a level, transit, planimeter, radio, flow gauge, computer, telephone, blueprint machine, calculator, copier, drafting instruments, hand tools, etc. Must be physically able to exert up to fifty pounds of force occasionally and/or up to twenty-five pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants. Includes receiving assignments and/or directions from the city administrator and/or his/her designee.

**Language Ability:** Requires the ability to read a variety of informational documents, reports, commercial and residential construction plans, blueprints, etc. Requires the ability to prepare various reports and documents including construction plans, inspection reports, computer graphs, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Must be able to speak before an audience with poise, voice control and confidence; and to articulate information to others.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including Civil Engineering and Contract Law.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and determine time and weight. Must be able to use practical applications of fractions, percentages, and ratio and proportion, and statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color;

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requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. The employee needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the Water Plant Department as they pertain to the performance of duties of the Director of Planning, Engineering and Water Plants. Has extensive knowledge of the general policies, procedures, guidelines, specifications and regulations established by the City and other regulatory agencies governing the City pertaining to the duties and responsibilities of the position. Has thorough knowledge of engineering design, system components, public utility systems, engineering drawings and specifications, construction plans, and other related subjects as applied to duties and responsibilities. Has knowledge of the terminology relative to civil engineering, real estate development, planning, and construction. Has knowledge how to read and interpret blueprints. Is able to conduct complete and error free reviews and analyses of proposed engineering plans and specifications. Is able to ensure guidelines are satisfied or that reasonable workable alternatives are presented and followed. Has thorough knowledge of supervisory methods and techniques. Is able to conduct thorough and efficient construction investigations for the City. Has thorough knowledge of safety regulations, laws, and standards. Has knowledge of how to maintain control of assigned activities through effective supervision of subordinates and the application of good human relations techniques. Is able to analyze problems that arise in the areas under supervision and recommend solutions. Is able to use judgment and discretion in managing assigned activities. Is able to assemble and analyze information and make written and oral reports concisely, clearly, and effectively. Is able to comprehend, interpret and apply regulations, procedures, and related information. Is able to communicate effectively with a wide variety of public and private groups and is persuasive in such communication. Is able to perform the required mathematical calculations. Has knowledge of how to operate and utilize various equipment, machinery and tools in the performance of daily activities. Is able to provide technical assistance to other departments as needed. Has good technical, engineering, supervisory, and human relations skills. Is able to work under stressful situations.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all City departments and divisions, co-workers and customers, and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

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**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, city policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and on time with a minimum of tardiness and absences and adheres to city policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within City.

**Relationships with Others:** Shares knowledge with managers, supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, customers, and the general public so as to maintain good will toward City and to project a good image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within City. Emphasizes the importance of maintaining a positive image within City. Interfaces effectively with higher management, professionals, customers, and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of City regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means,

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and timing to achieve the goals and objectives of the department and City. Within the constraints of City policy, formulates the appropriate strategy and tactics for achieving departmental and City objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and City.

**Organizing:** Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

**Staffing:** Works with the Director of Human Resources to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and City. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

**Leading:** Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of City goals and objectives.

**Controlling:** Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of City standards, methods and procedures.

**Delegating:** Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and City. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of City policies regarding the department and City function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of City and continually reviews department policies in order to ensure that any changes in City philosophy or

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practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**