

VILLAGE OF SOMERS

UTILITY MANAGER

The Village of Somers seeks a candidate to fill the position of Utility Manager. This is a full-time, non-represented position within the Village of Somers Public Works Department. This individual assists the Public Works Superintendent in the development of the annual enterprise fund budgets for the water and wastewater utilities including long-term capital planning and forecasting. Ensures the health, safety, and welfare of the citizens served by the Village's utilities through maintaining compliance with applicable regulations and operating standards. Preserves the value of the Village's infrastructure through the maintenance and improvement of the Village's utility infrastructure. Works cooperatively with the other Public Works Department staff to effectively operate the Village's utilities. The Public Works Utility Manager receives direction from the Public Works Superintendent and exercises direct, advisory, or indirect supervision of employees, consultants and contractors. This is a full-time, salaried, exempt position.

Why Join our Community?

The Village is a growing community. Our population will soon be over 10,000. The Village is highly sought after by businesses and residents who want to live and work here. We have and will continue to experience significant business growth, due to our proximity to I-94. We are perfectly located between the City of Kenosha, City of Racine, City of Milwaukee and the City of Chicago. Both General Mitchell and O'Hare airports are within an hour drive of Somers. People seek Somers as an ideal place to live because we have a university, college, and technical college within 15 minutes of our Village Campus. The Village is home to an abundance of parks, bike trails, Lake Michigan, top quality health care facilities, restaurants, and shopping.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists the Public Works Superintendent with the preparation of the Water, Wastewater, and Storm Water annual budgets, including the annual divisional budgets; forecasts the necessary funds for staffing, materials and supplies, and capital improvement projects. Submits budget recommendations and justifications. Monitors and controls expenditures. Coordinates with the Finance Department to ensure that water rate revenue is accurately captured.
- Ensures Village regulatory compliance with all Federal, State, and Local regulatory agencies affecting the Village's utility operations, including the Cmar, MS4, PSC, LCRR, and CCR reporting.
- Maintains and keeps records/documentation for water storage infrastructure, pumping systems, distribution system, public use amenities at Village buildings and parks, fire hydrants, valves, water and sanitary sewer metering systems, sanitary collection system, sanitary lift stations, SCADA system, and all ancillary equipment, vehicles, and structures.
- Utilizes SCADA system and GIS database to monitor and operate Village Water, Wastewater, and Storm Water systems, asset identification, and maintenance records.
- Ability to operate, troubleshoot, and diagnose instrumentation including the Village's SCADA System.

- Monitor scheduled sampling requirements (Bacteriological, lead and copper, disinfection byproducts, etc.) and ensure that all necessary water samples are collected properly and delivered to the appropriate laboratory for analysis. After analysis is completed and reported, make sure that the samples taken meet quality standards and that these results are also reported to the governing agencies that monitor these results. If there are samples that need to be re-sampled, these must be completed in a timely fashion to avoid violations.
- Oversee the metering system, including meter changes, meter readings, and shut offs.
- Plans, implements, and manages a continuous program of maintenance and repair of water distribution systems, and wastewater collection systems.
- Responds to citizen inquiries and complaints regarding Village utility service.
- Assists the Public Works Superintendent in maintaining records associated with areas of assignment including daily work orders.
- Assists with the preparation and upkeep of maps and GIS Coordination.
- Manages, supervises, and directs the activities of assigned staff and functions; makes recommendations regarding hiring, discipline, termination or advancement of employees. Schedules employees, assigns work, and monitors progress; guides, trains, and develops employees in the accomplishment of their duties and professional growth; evaluates performance of employees.
- Maintains and repairs various Village infrastructure, including roadways, curbs, water mains, sidewalks, sanitary and storm sewers, facilities, and other Village infrastructure.
- Capable of operating equipment such as, backhoe, wheel-loader, vector truck, utility vehicles, tractors, lawn mowers, and snow removal/ice control equipment.
- Serves as lead water operator.
- Participates in snow removal operations.
- Performs other related duties as may be assigned by the Public Works Superintendent.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Obtain and Maintain State of Wisconsin DNR Municipal Waterworks Operator Certification, class Distribution Grade 1, and oversee and perform the tasks necessary for the Municipality to maintain acceptable DNR criteria.
- Possession of a valid Class “A” CDL driver’s license with combination endorsements and updates to meet requirements for renewal or to meet new state mandated requirements to perform the job.
- Confined Space Entry training and certification desired pre-employment or ability to obtain post-employment.
- Excavations Safety/Competent Person Certification desired, pre-employment or ability to maintain post-employment.
- First Aid and CPR training and certifications. (Recertification is required every two (2) years).
- Annual Bloodborne Pathogen Certification.

- Annual Lockout / Tagout Training.
- Personal Protective Equipment Training.
- Obtain WIS DOT WISLR Certification and perform road rating activities.

EDUCATION AND/OR EXPERIENCE:

- Bachelor of Science Degree in Engineering, Civil or Environmental preferred or related field and,
- Minimum of 3-5 years' increasingly responsible experience in water/wastewater operations, including at least 1 year of supervisory experience or an equivalent combination of education, training, and experience.

SKILLS AND ABILITIES:

- Intermediate to advanced knowledge of mechanical equipment of a sanitary sewer system and SCADA control system.
- Understanding of water and wastewater field operations, budgeting, and management activities.
- General knowledge of utility locating procedures. Oversee and participate in the daily responsibilities of our locating operations.
- Ability to read, interpret and apply federal, state, and local rules and regulations as they apply to sanitary sewer and water systems; ability to read, understand and process routine and complex information provided in written form.
- Provide good customer service and to communicate courteously and responsively and provide effective and efficient service to the public and co-workers.
- Determine the most cost-effective operation of water/wastewater utilities.
- Establish and maintain effective working relationships with employees, officials, contractors, consultants, vendors, customers and the public.
- Ability to utilize the computer software program "GIS," for managing all aspects of public infrastructure.
- Working knowledge of Microsoft Office 365 and applications as well as a variety of software applications and hardware use including utilization of internet and file management.
- Ability to respond professionally and effectively to unforeseen changes in priorities.
- Must be able to function independently and make decisions based on sound judgment affecting areas of responsibility.
- Foster innovative ideas and streamlines operations to provide meaningful value for customers and the community.

RESIDENCY:

- Due to need for emergency response, residency within the Village/Town is encouraged.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

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.

- Must pass a criminal records check, an employment physical, and a drug alcohol screening test ongoing per employee Manual.
- Participates in random testing as part of the Village's testing program.
- Work may be performed inside a building or structure or outside in varying and extreme weather conditions for extended periods of time.
- Physical effort may be required to perform heavy manual labor in conjunction with Public Works staff in cramped spaces and under uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.
- May be exposed to dust, traffic, and excessively loud noised from construction equipment.
- Must be able to maintain an awareness of any risk or physical hazards from mechanical and electrical equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fume, paint, chemicals, and pesticides.
- Implements and coordinates with the Superintendent all necessary safety devices and/or precautions necessary to maintain a safe working environment.
- Capable of lifting objects and equipment ranging in weight up to 100 pounds.
- Agrees to all requirements/per employee and procedures manual.
- Subject to 24 hours on call assignment under emergency conditions and to availability for rotating on-call assignments with the Public Works Superintendent.

WORK SCHEDULE:

- This position is located at Village/Town Hall in Somers. Office hours are 7:00 a.m. to 3:00 p.m. (Labor Day to Memorial Day), and 6:30 a.m. to 2:30 p.m. (Memorial Day to Labor Day), evening and weekend work is required as well.

Salary to commensurate with experience.

Visit www.somers.org for full job description.

The Village/Town of Somers offers excellent benefit package including Wisconsin Retirement System, health & dental insurance.

Please send Employment Application and Resume with References to: Village of Somers, Attn: Kevin Poirier, Assistant to Village/Town Administrator, PO Box 197, Somers, WI 53171 or email kpoirier@somers.org