



JOB POSITION: UTILITY PLANNER

Must apply on our website at: www.westernvawater.org/careers

SUMMARY OF JOB

Responsible for the initial and follow up processes required to modify or provide new water and sewer services to customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following. Other duties may be assigned or scheduled.

- Plans, directs and coordinates all activities of assigned areas.
- Assists Development Manager in responding to requests for assistance regarding changes in service, service extensions, new services, and development projects.
- Assures efficient coordination with other Authority departments and Divisions for management of project-related technical and financial documentation.
- Assists other Authority departments and Divisions with engineering-related questions and problem resolution.
- Assists customers and Authority staff with questions relating to Authority facilities, infrastructure and services.
- Coordinates with the development and engineering community to ensure efficient and responsive service.
- Coordinates with various local jurisdictions' departments including planning, zoning, development, permitting, economic development, etc., to ensure efficient processes and procedures related to water and sewer availability and service connections.
- Reviews, plans, specifications, cost estimates, plats, deeds, and easements for in-house and consultant-prepared development and infrastructure projects.
- Provides assistance in the area of surveying, drafting, GIS, and hydraulic analysis.
- Assists with planning and design of infrastructure projects as needed.
- Manages the efficient execution of assigned projects.
- Prepares short and long-range plans for assigned area to include financial analysis and project review.
- Assists in the formulation and administration of departmental policies, procedures, standards, plans and programs.
- Takes active role or assures subordinate staff take active role in developing employees by establishing individual employee goals and objectives. Assures appropriate resources are available to obtain established goals and objectives.
- Assures department orientation and in-service training programs are available to all employees.
- Recommends appointments and promotions within assigned area.

- Works with Development Manager and/or Division management in regards to employee development and discipline.
- Assures employee evaluations are complete and accurate and meets all requirements.
- Assists in preparation of assigned area's budget and maintains authorized budget.
- Confers with Development Manager and/or Division management on problems encountered in assigned area.
- Proficiently operates typical computer software applications including; asset management, GIS, work order system(s), billing and financial systems, Microsoft Office (Word, Excel, Access, etc.), Adobe Acrobat, and Authority-specific enterprise software applications.
- Consults with legal representation on project related issues, as directed.
- Coordinates with internal departments to ensure service requests are handled in a manner that provides the best possible customer service.
- Participates in various work teams.

SUPERVISORY RESPONSIBILITIES

Manages/supervises assigned employees in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

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.

- Ability to direct and supervise personnel.
- Ability to develop, review and recommend processes and procedures for assigned area, identifying and discussing impact on assigned area, the division and the entire organization.
- Ability to think logically and analyze data.
- Ability to effectively present information to management, public groups, project stakeholders and/or employees as necessary, both verbally and in writing.
- Ability to respond to inquiries or complaints from employees and customers orally or in writing as necessary.
- Knowledge of water and sewer design and construction standards.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to read, understand, and apply technical and legal documents, standards, specifications, engineering designs, drawings, plans and details.
- Ability to read, interpret, understand, and apply applicable laws, regulations, and standards.
- Working knowledge of equipment, materials, methods and procedures used in water and sewer related activities.

- Ability to establish and maintain effective working relationships with co-workers, employees, other Water Authority departments and the general public.
- Ability to represent assigned area in meetings attended.
- Ability to work with minimal supervision and negotiate and resolve conflict.
- Ability to analyze and solve difficult technical and administrative problems.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, maps and procedure manuals.
- Ability to apply common sense understanding to carry out instructions furnished in writing, oral or diagram form.
- Ability to write reports, correspondences and procedure manuals in a clear concise manner.
- Ability to communicate technical concepts to technical and non-technical audiences.
- Ability to work alone or in a team environment.
- Must possess and maintain a good work ethic concerning attendance, punctuality, positive attitude, meeting deadlines, being a team player and encouraging teamwork among employees.
- Skill in use of computers and various software (word processing, spreadsheets, databases, CAD, GIS, finance, billing, work order, etc.).

EDUCATION and/or EXPERIENCE

Degree from an accredited college or university in engineering, math, science or other related field plus three (3) or more years of related experience or equivalent combination of education and experience.

CERTIFICATE, LICENSE, REGISTRATION REQUIREMENTS

- Must possess a valid Virginia driver's license or have the ability to obtain one within 60 days of employment date. No more than six (6) demerit points on driving record if required to drive Water Authority vehicles.

PHYSICAL DEMANDS OF THE JOB

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.

- While performing the duties of this job, the employee is regularly required to walk, stand, and sit; use hands to finger, handle or feel; reach with hands and arms; talk and hear.
- Specific vision abilities required by this job include ability to adjust focus. If corrective lenses are noted on driver's license, the lenses must be worn when operating Authority vehicles.
- Repetitive movement using equipment is involved.
- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, bend, climb, balance or crawl.
- Employee must be able to stand for an extended amount of time at the jobsite.

- Employee must be physically able to walk several miles during the day.
- Employee must be physically able to regularly reach overhead.
- Employee must regularly lift, carry and/or move up to 50 pounds and occasionally 100 pounds. Assistance is required on weight amounts above those listed. Failure to do so could result in injury and denied Worker's Compensation benefits.

WORK ENVIRONMENT ENCOUNTERED IN THIS JOB

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.

- Employee will be regularly exposure to moderate or high noise level, extreme outside weather conditions, uneven, steep, slippery terrain conditions, dusty conditions and wet and/or humid conditions.
- Employee will be subject to exposure to moving mechanical parts and heavy equipment operation.
- Employees will be subject to roadway hazards, i.e. traffic.
- Employee will be subject to outside hazards, i.e. poison ivy, bees, spiders, dirt, animals.
- Employee will be subject to confined areas, i.e. confined spaces, sewer manholes, water vaults, wastewater pits, and/or protected trenches.

GENERAL STATEMENT AND SELECTION GUIDELINES

The above statements describe the general nature and level of work assigned to in this job position. They should not be construed as an exhaustive list of all job duties or tasks performed by personnel so classified.

The following will identify the selection guidelines for job placement:

- WVWA application
- Rating of education, experience, training and qualifications
- Reference checks
- Interview with WVWA management team
- Applicant must pass a pre-employment physical and drug/alcohol test
- A criminal background check and social security number verification will be performed. The results must match information provided by the applicant on the WVWA application
- Job related test might be required and would be administered to all applicants applying for the position