

Water Systems Manager

DEPT: Water Systems
DIV:
DATE: March 2022

FLSA: Non-Exempt
EEOC: Skilled Craft



POSITION SUMMARY

Performs a variety of administrative and managerial duties assisting in the day-to-day delivery of water systems services and operations. Assumes overall responsibility for metering operations, blue staking, plan review and water systems inspection functions. May act as an operations Direct Responsible Charge (DRC). This position is designated as at-will.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Provides general supervision Water System Supervisors.

ESSENTIAL FUNCTIONS

Assists in the ongoing strategic planning process for the water systems department; assumes a leadership role in developing project planning, scheduling and control; recommends/writes policies; designs and implements efficient, safe, and effective work procedures; assists to prepare reports; monitors and communicates operational needs to the department director.

Orients division supervisors to project details; provides guidance as to operational specifications, requirements, standards and general coordination of support services, i.e., metering, blue staking and inspection.

Assists in the general supervision of department personnel; monitors compliance with department policy and rules; informs personnel of new procedures and policy changes; conducts interviews, evaluates employee performance; assists in the selection process for new hires; initiates and coordinates with personnel office regarding various personnel actions such as recruitment, advancement, discipline and discharge; manages and evaluates employee performance; delivers professional training and seminars to staff to assure desired work quality, efficiency and effectiveness.

Assists in the preparation and administration of department budget; makes recommendations related to personnel, equipment and materials; assists to analyze and predict growth on existing systems, estimates costs.

Assists in the identification, location and mapping of city water, irrigation and waste water systems; coordinates with engineering to update and maintain GIS system as needed.

Establishes priorities to deal with emergencies and unanticipated needs; assigns manpower and material resources to various water and wastewater related projects; inspects work sites for unusual problems or nonconformity to project specifications; investigates and resolves complaints.

Manages inspection of city waterworks including the mains, storage reservoirs, pumps, and wells, sources of supply, water meters and related operations; insures proper equipment maintenance and repairs.

Directs the routine checking and documentation of pumps, wells, water lines; oversees maintenance records of all equipment, water and wastewater lines and facilities; insures adequate water supply during the summer months; recommends rationing schedules during draught conditions as needed.

Responds to emergency calls twenty four hours a day; determines necessary personnel and materials needed to solve the problem.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school, plus two (2) years of specialized training directly related to water systems operations provided through water industry organizations, in-service programs or educational institutions;

AND

- B. Eight (8) years of progressively responsible experience in a field directly related to above duties; four (4) years of which must have been in a supervisory capacity;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of water supply and distribution, wastewater and surface drainage systems; principles of supervision; construction requirements for water distribution and pumping systems; hazards and precautions associated with trench work and water and wastewater line construction; state or federal regulations governing installation and maintenance of water and wastewater collection systems; water quality laws; water sampling methods and regulations; budget preparation and fiscal management; working knowledge of interpersonal communication skills.

Ability to analyze water/wastewater system(s), identify problems and determine optimum solutions; make accurate decisions in emergency situations where consequences of error could be hazardous or costly; communicate effectively verbally and in writing; plan and organize work of subordinate personnel; evaluate employee performance and make related decisions for the good of city service; enforce related policies, procedures, regulations, and standards without partiality; develop effective working relationships with elected officials, public and private managers, department heads, subordinates, and the public.

3. Special Qualifications:

Must possess a State Water System Operator certification, Level IV and Wastewater Collections certification IV. Must be level I Backflow certified, or have the ability to obtain certifications within twelve (12) months of hire. Maintains continuing education units (CEU's) as needed. Must qualify to serve as the system Direct Responsible Charge (DRC).

4. Work Environment:

Incumbent of the position normally works in a safe, climate controlled environment. Occasionally, tasks require exposure to inclement weather and a variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)