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## **WATER SYSTEM MANAGER**

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### **DEFINITION**

Under administrative direction, organizes, supervises and coordinates water production, distribution and meter reading and sewer, solid waste and storm drain systems coordinating with other City departments and outside agencies; manages large and complex capital improvement projects; provides high-level administrative assistance to the Public Works Division Manager.

### **SUPERVISION EXERCISED**

Supervises subordinate clerical, field and paraprofessional staff.

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Manage capital improvement projects, including upgrades to water system technology.

Supervise, train, evaluate, motivate and discipline subordinate staff.

Oversee, participate in and evaluate the efficiency and effectiveness of water service delivery; analyze alternatives and recommend improvements.

Participate in the development of department goals, objectives, policies and procedures; recommend and implement changes in utility systems procedures.

Prepare and manage division budget, including identification of staffing, equipment, materials and supplies needs; approve expenditures.

Develop and implement water conservation program.

Prepare cost estimates, bid specifications and requests for proposals; coordinate projects with contractors and other vendors; administer contracts.

Review and investigate citizen complaints and service requests ensuring appropriate disposition.

Investigate and prepare reports of findings related to claims filed against the City.

Gather and analyze data and prepare a variety of studies, investigations and reports.

Perform related duties as assigned.

**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Standard office procedures, methods and computer equipment.

Principles and practices of water, sewer and storm drain systems maintenance.

Water rights, ground leases and related water legalities.

Principles and practices of employee supervision, training, evaluation, motivation and discipline.

Principles and practices of budget preparation and monitoring.

Applicable Federal, State and local laws, codes and regulations.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Independently perform the most difficult technical work in water production and distribution and sewer and storm drain systems.

Manage complex capital improvement projects from inception to completion.

Plan, organize, review the work of and train and supervise subordinate staff.

Independently interpret and apply policies, procedures, laws, codes and regulations pertaining to water production and distribution and sewer and storm drain systems.

Independently research and analyze problems, identify solutions, project impacts of proposed actions and implement recommendations.

Independently interpret and apply water production and distribution principles and procedures.

Research, collect, compile and analyze information and data and organize work to meet schedules and timelines.



Prepare, examine and verify water, sewer and storm drain systems documents, statements, reports and analyses.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

BA/BS in Water Management, Public or Business Administration or related field and eight (8) years increasingly responsible professional experience in water distribution and production, including two (2) years in a supervisory capacity. MA/MS highly desirable.

### **LICENSE OR CERTIFICATE**

Must possess appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials. Environmental Compliance Inspector Grade I, Water Distribution Grade IV and Water Treatment Grade III certifications desirable. Water Distribution Grade IV and Water Treatment Grade III certificates required within twelve (12) months of employment and as a condition of successful completion of probation.

### **ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio and copying machine.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to lift up to 90 pounds

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

