

## **WATER DISTRIBUTION MANAGER**

### **DEFINITION**

Under administrative direction, plans, organizes, integrates, manages, and participates in the activities and work of the Water District's distribution system's operations and maintenance, meter reading, and field customer service activities; and performs related duties, as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This position reports to and receives administrative direction from the Director of Water District. Work includes the exercise of considerable independent judgment in planning, revising, and maintaining procedures, and in the preparation of reports; and exercises direct and indirect supervision over professional and technical personnel. Work is subject to continuing review, in progress and upon completion.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises the Water Field Supervisor and Meter Services Supervisor and the fleet, warehouse, and inventory units; responsible for planning, coordinating, and directing all activities and staff engaged in carrying out the District's long-term goals and day-to-day operations for the maintenance and repair of the District's distribution system, the Valve Exercising and Fire Hydrant Maintenance Inspection Program, meter reading, field customer service activities, District equipment and vehicles, and warehouse operations; participates in planning comprehensive strategies and programs for long-range development of transmission pipelines and distribution facilities; participates in developing strategies, policies, and programs to improve meter reading and distribution system efficiency; oversees, inspects, and coordinates the work of contractors engaged in the construction of water facilities and meter replacement projects; participates in the development of the departmental budget; plans, oversees, and evaluates bench and pilot testing for new and alternative meter reading technologies and distribution equipment and facilities; forecasts funds needed for staffing, equipment, materials, and supplies; reviews request for proposals and assists in the selection of consulting firms; advises the Director on technical issues regarding effective operations and maintenance of the District's distribution system and meter service operations; prepares staff reports and makes presentations to the Board of Directors; performs special projects as delegated by the Director; acts as Chief Operator of the water distribution system; prepares and presents verbal and written discipline reports, as necessary; promotes teambuilding; adheres to safety standards as described in the *Illness and Injury Prevention Plan*; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

### **EMPLOYMENT STANDARDS**

**Training & Experience** – Any combination of education and experience equivalent to a Bachelor's Degree from an accredited college or university of recognized standing in business administration, engineering, public administration, or closely related field, and a minimum of five years of supervisory experience in water distribution or supply operation.

**Knowledge & Abilities - Knowledge of:** Pertinent Federal, State, and local laws, codes and regulations relating to the production, distribution, treatment, and use of water; District policies, rules, regulations, and procedures; principles, methods, practices, and operational requirements and control parameters used in water distribution system maintenance, operations, construction work, meter reading, and disinfection; standard business and specialized software applicable to areas of assigned responsibility; principles and practices of budgeting, purchasing, and maintenance of public records; and principles and practices of employee supervision, including

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training, work evaluation, discipline, and safe methods. **Ability to:** Plan, coordinate, manage, and administer the maintenance and operation functions of the department; provide leadership and guidance to District employees; respond to emergency and problem situations in an effective manner; deal constructively with conflict and develop effective resolutions; formulate and administer policies and budgets; make autonomous decisions and use independent judgment; understand, explain, interpret, and apply complex federal, state and District requirements relating to water conservation; understand, interpret, explain, and apply City of Victorville and District policy and procedures governing assigned areas of responsibility; present complex technical information, proposals and recommendations clearly, logically and persuasively with technical and non-technical audiences in other agencies, in public meetings and with the media; develop and implement appropriate procedures and controls; exercise sound, expert independent judgment within general policy guidelines; establish and maintain highly effective working relationships with all levels of management, representatives of other governmental agencies, consultants, professional and interest groups, employees, the media, and the public; prepare and complete employee performance evaluations; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

**Licenses & Certificates:** Must possess a valid, unrestricted Class "C" California driver's license. Must possess a California Department of Health Services Water Distribution Grade 5 Certificate and a Water Treatment Grade 3 Certificate.

### WORKING CONDITIONS

Work is performed in both an office and field environment. Incumbent shall be exposed to those conditions normally encountered in an office and field environment. Physical demands are light, consisting of sitting, using hands and fingers to handle or feel objects, tools, or controls, and reaching with hands and arms. Incumbent is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent wears personal protection-protective footwear. Incumbent must have the mobility to visit all district facilities and job sites on a regular basis. Incumbent must respond to emergency situations, as necessary. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED:   
DIRECTOR OF HUMAN RESOURCES

DATE: August 15, 2007

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.  
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