



JOB DESCRIPTION

Water Manager

Date Prepared: July, 2020

SUMMARY: Under administrative direction, plans, organizes, integrates, manages, and supervises water supply and distribution functions within the Water District, including production and water quality activities, meter reading, line locating, and water conservation; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Manage activities of the water distribution or supply operation functions.
- Plan comprehensive programs related to the production, storage, and treatment of the District's water supply.
- Plan comprehensive programs related to the distribution network and metering of customer accounts.
- Plan, coordinate, manage, and administer the day-to-day water distribution or supply operation functions of the District.
- Make arrangements with contractors to provide services related to water supply or distribution functions or jobs not performed by agency personnel.
- Oversee water quality standards, regulatory reporting, and water treatment facilities of the District.
- Manage the cross connection program.
- Manage the Recycled Water program.
- Oversee preventive maintenance on District water supply equipment, pumps, wells and reservoirs.
- Oversee preventive maintenance on District water pipelines, hydrants, blow-offs, and valves.
- Manage the Supervisory Control and Data Acquisition (SCADA) system and automatic actuating and telemetry devices ensuring adequate supplies in District reservoirs.
- Oversee the contract operations of the City's Industrial Wastewater Treatment Plant and the Pre-treatment Program.
- Manage the programs and activities of the Water Conservation division.
- Manage the programs and activities of the Meter Reading and Line Locating divisions.
- Work with Customer Service Department and Billing Department to coordinate non-pay shut off and meter reading schedules.
- Stay apprised of meter reading technology and develop plans to improve customer service and reading activities.
- Participate in master planning activities and rate studies.
- Oversee the preparation of the District's Urban Water Management Plan.
- Assist with capital improvement planning by reviewing and making recommendations for water system improvements.
- Oversee annual water loss audit and meter testing program.
- Work closely with Finance Department to prevent/resolve water and sewer billing issues.

- Oversee water system GIS updates to ensure accuracy and functionality.
- Recommend and administer policies and procedures.
- Select, train, motivate, evaluate assigned personnel, and implement discipline.
- Participate in the forecast of funds needed for staffing, equipment, materials, supplies, capital, and infrastructure improvements.
- Monitor departmental expenditures.
- Prepare, review, and participate in the development of the annual budget for water distribution or water supply O&M activities and capital improvement projects/expenditures.
- Prepare, review, and evaluate a variety of operational reports, including statistical variances.
- Prepare and present staff reports and other necessary correspondence.
- Coordinate assigned activities with those of other departments, agencies, and organizations.
- May attend and participate in professional group meetings.
- Stay apprised of new trends and innovations in the field of retail water service.
- Operate vehicles and equipment in a safe and efficient manner.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

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. Additional qualifying experience may be substituted on a year-for-year basis, up to a maximum of two years of the required education.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- Must possess a California Water Treatment Operator Grade 2 Certificate; a California Water Treatment Operator Grade 3 Certificate is required if managing water supply and treatment operations.
- Must possess a California Water Distribution Operator Grade 5 Certificate, or possess a California Water Distribution Operator Grade 4 Certificate and obtain a California Distribution Water Distribution Grade 5 Certificate within 24 months of hire.

Knowledge of:

- Governmental agency regulations and laws relating to the production, treatment, and use of water, wastewater, and recycled water.
- Water distribution or supply operation.
- Rules, regulations, and policies and procedures governing public water districts.
- Pertinent federal, state and local codes, and laws and regulations.
- Methods and techniques of water procurement and operations.
- Computerized SCADA and automatic actuating and telemetry systems.
- Principles and practices of program development and administration.
- Principles and practices of employee supervision, including training, work evaluation, discipline, and safe work.
- Telephone, office, and online etiquette.
- Principles and practices of project management.
- Office procedures and equipment, including computers and supporting word processing and database applications, specifically MUNIS.
- English usage, spelling, grammar, punctuation, and basic mathematical principles.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Promoting teambuilding.

- Utilizing computer software programs competently.
- Communicating effectively, both orally and in writing.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Establishing and maintaining cooperative working relationships with City Manager, City Council, department heads, managers, supervisors, employees, consultants, contractors, vendors, external public and private agencies, academic institutions and the general public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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. Specific vision abilities required by this job include those of close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Incumbent must be able to 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 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.

Department Head	Date
Personnel Officer	Date