

WATER MANAGER

DEFINITION

Under direction, plans, coordinates, facilitates, and manages operational and administrative activities within the Water Division. Provides highly responsible and complex administrative support to management staff and Department Director.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Department Director or Assistant Director. This class exercises supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

The Water System Manager manages the efficient, effective, quality-based administrative and operational activities of the Water Division, Department of Public Utilities. . This class differs from Assistant Public Utilities Director in that incumbents of the latter have overall responsibility for one or more divisions. This class differs from Water / Wastewater Manager—Certified in that the latter manages a Water or Wastewater area that requires a California State certification. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Plans, organizes, and manages the activities of the Water Division; plans, coordinates, administers, and evaluates projects, processes, procedures, systems, and standards; develops and coordinates work plans.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; enforces discipline and termination procedures.

Initiates the accomplishment of the Division's work program using staff resources and innovative approaches including empowered team concepts; monitors program performance to maintain cost-effective operations.

Establishes goals to enhance organizational leadership, strategic planning and operating procedures related to specific water issues.

Develops, prepares, and administers the section budget; which may include capital improvement budgets; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

Manages the research and compilation of comprehensive reports, and the review of contracts, plans, specifications and agreements.

Responds to customer complaints; establishes and maintains effective working relationships, while coordinating the division's activities with other City departments, public agencies, and within the department.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Work standards and practices in the various construction trades which relate to the operation, maintenance, disinfection, construction and/or reconstruction of Municipal/public water systems operations.

Management and cost accounting principles as related to equipment and labor used by a domestic water provider.

Broad range of modern management practices including leadership initiatives, staff teams, employee development and coaching.

Skills to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Prepare clear, concise and comprehensive reports, records, correspondence, and other written materials.

Make clear and persuasive oral presentations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Prepare and administer program budgets.

Communicate effectively orally and in writing.

Coordinate, facilitate, motivate and empower subordinate personnel to accomplish the division's mission.

Recognize and analyze technical, fiscal and administrative problems, and to develop alternative solutions.

MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited college or university with major course work in engineering, sciences, administration, business, or a related field; and four years of supervisory experience in the administration of a water utility. Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years.

Special Requirement(s):

Possession at time of appointment and continued maintenance of a valid California Driver's License may be required at time of appointment.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 4/15/2019

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