

**CITY OF GLENDORA
WATER DIVISION MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under administrative direction, manages, supervises and coordinates the essential functions, programs and activities of the Water Division, including operations and maintenance, customer service and capital improvement projects; performs related duties as required.

CLASS CHARACTERISTICS

This class reports to the Public Works Director/City Engineer and through subordinate Water Supervisors is responsible for the administration of the Water Division of the Public Works Department.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Directs, manages, supervises, evaluates, and coordinates the operation, maintenance and capital improvement of the City's antique street lighting system; water system, including water engineering, production, distribution and consumption metering systems. (a b d g h i j k q r)
2. Determines work assignments and utilization of personnel, equipment and materials; continuously monitors and evaluates the effectiveness and efficiency of customer service levels and product delivery methods. (a d g h j k p q)
3. Coordinates with contractors for projects not performed by City staff; develops and prepares bid specifications for construction, maintenance and equipment purchase contracts. (a c d f g h j k m q r)
4. Assists the Engineering Division in the preparation and review of plans and specifications for new development and enhanced opportunities for water system improvements. (a b c d g h j k q)
5. Prepares and evaluates financial analysis and reports, develops plans to meet future service needs; prepares and administers the Water Division budget; assists in the preparation of water rate analysis and makes appropriate recommendations. (a b d g h j k l n o p)

6. Evaluates work methods and operations; researches and implements cost saving programs, plans and schedules division activities; estimates project costs; monitors construction, operation and maintenance costs and approves expenditures. (a b d g h j k l n o p)
7. Recommends appropriate service and staffing levels; trains and evaluates Water Division staff; provides administrative and professional leadership and direction for subordinate staff, and projects consequences of proposed actions; evaluates policies and procedures and recommends goals, objectives and methods for effective and efficient water service. (a c d e g j k m)
8. Investigates and resolves difficult and/or sensitive issues related to water service and initiates appropriate response and corrective actions. (a c f g i j k m)
9. Attends and participates in professional group meetings; stays abreast of new trends, innovations, rules and regulations related to the water industry. (c f j m o)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Prepare clear and concise administrative reports, memos, letters and other necessary correspondence.
- b. Provide staff research and assistance to the Public Works Director.
- c. Establish and maintain effective relationships with the community at large, the Water Commission, the City Council and other public officials.
- d. Plan, direct and coordinate water production and distribution systems programs and manage a division.
- e. Select, train, supervise and evaluate employees.
- f. Represent the City in a variety of meetings.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated amounts.
- i. Respond to emergency and problem situations in an effective manner.
- j. Research and interpret policies, procedures, laws, codes and regulations pertaining to water distribution.
- k. Analyze unusual situations and resolve them through application of management principles and practices.
- l. Develop comprehensive plans to meet future City needs/services.

- m. Deal constructively with conflict and develop effective resolutions.
- n. Plan and enforce a balanced budget.
- o. Develop new policies impacting department operations/procedures.
- p. Interpret financial statements and cost accounting reports.
- q. Read and interpret engineering and public works plans, specifications and drawings.
- r. Serve as project manager for construction and maintenance projects and approve expenditures.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Specialized training in public works construction, engineering or a closely related field; and five years of increasingly responsible experience in water production and distribution and water facility maintenance, construction and installation, including or supplemented by three years of increasingly responsible supervisory experience.

Knowledge and Skill Levels

Thorough knowledge of methods, materials and equipment used in water system construction, maintenance and repair; installation, maintenance and repair of valves, hydrants, services, mains, pumping systems, and water distribution systems; equipment inspection, maintenance and repair; pertinent laws, codes, safety orders, and safe work practices related to water system construction and maintenance work; water service facility and installation planning; methods of collecting and preserving domestic water samples; chlorination of domestic water systems; mathematical principles as applied to water distribution; principles of supervision and training and discipline.

Special Requirements

Possession of a California Department of Health Services Grade II Water Treatment Operator Certificate (a Grade III Certificate or higher is highly desirable), and a Grade IV Water Distribution Operator Certificate.

Possession of or ability to obtain a valid Class C California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006