



WATER DIVISION MANAGER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are 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.

DEFINITION:

Under general direction, plans, organizes, supervises, and directs the work of the Water Division. This position is responsible for program development, maintenance and repair of the water distribution system and its appurtenances. The incumbent ensures safe work practices, work quality and accuracy; serves as a technical resource for assigned work crews and the Deputy Director of Public Works Operations, The Water Division Manager will assume responsible charge of the department in the absence of the Deputy Director of Public Works Operations, and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Water **Division Manager** is a management class responsible for assigning and supervising the work of crews engaged in the maintenance and operation of the water distribution system and its appurtenances. This classification is distinguished from the next higher classification of Deputy Director of Public Works Operations in that the latter has overall administrative responsibility for the Public Works maintenance operations.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Deputy Director of Public Works Operations. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, assigns, supervises, schedules and monitors the work of crews performing a variety of tasks related to the maintenance and operation of the water distribution system and all of its appurtenances; assumes the responsibility for the reliable supply of safe drinking water to the Burlingame community.
- Participates in the development and implementation of goals, objectives, policies, and procedures; evaluates work methods and procedures for improving Division performance and meeting goals; ensures that goals are achieved; forecasts the needs and resources of the Water; assists in assessing current and long-range goals and objectives.
- Participates in the development of the Water Division budget relative to the water distribution system; prepares reports; monitors program budget; monitors expenditures and purchases approved Capital Outlay equipment.
- Participates in the selection, training, and evaluation of personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; recommends and initiates disciplinary procedures as is appropriate; ensures safe work practices and programs.
- Prepares and submits technical reports related to water quality and consumption budget.

- Attends, coordinates and collaborates with regional agencies on water issues.
- Develops and monitors work programs to meet the needs of the water division, Department of Health Services and other regulating boards.
- Provides direction for the scheduling of routine and emergency repair of water mains, services, reservoirs and pumping stations.
- Supervises the more difficult construction and repair projects, and inspects the work of contractors; interprets drawings and lays out work for crews.
- Examines and approves plans submitted for water to new buildings and remodels; assists in drafting proposed City ordinances regarding potable water, suggests improvements in division procedures and meets with citizens to discuss water services and resolves complaints.
- Directs the repair and installation of water mains, meters, flushing of hydrants, tapping of mains and installation and repairs of water services.
- Supervises and inspects work performed by contractors regarding water services, water mains and fire lines.
- May be required to work during other than normal duty hours, including evenings, weekends, and holidays.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot, and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Water **Division Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of two years experience as a Water Supervisor or similar

related experience. An AA degree or completion of some college course work in supervision, management, or project management is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's. Possession of a D3 Water Distribution Certificate issued by the Department of Health Services (DHS) is required. Possession of a Backflow Tester certificate is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Consider knowledge of methods, materials and equipment used in construction, maintenance and repair of water storage and distribution systems; knowledge of pertinent laws, codes and safety orders pertaining to water construction work and backflow prevention devices; principles and procedures involved in planning major water systems; principles of a water conservation program; principles of a chlorinated and/or chloraminated water system, including testing procedures; generally accepted budgeting principles, including operational and capital programs; methods and techniques of planning and scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices (including S.B. 198 safety compliance standards and confined space entry procedures).

Ability to:

Plan, organize and direct the activities of employees engaged in a citywide program of water system maintenance, operation, and repair work, including the maintenance of water mains, storage facilities, pumping stations, underground water wells, and all other water system related appurtenances; interpret budget status reports, monitor expenditures and recommend modifications to future budgets; write and administer small contracts for operational projects; assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations including establishing an effective work order system; supervise, train, motivate, and evaluate assigned staff; deal tactfully with the public; respond to after hours call-outs as assigned; interpret, explain, and apply applicable laws, codes, and regulations; work independently and as part of a team; make sound decisions within established guidelines; deal with citizens with diplomacy; exercise good judgment, analyze situations accurately and adopt an effective course of action; analyze a complex issue, and develop and implement an appropriate response; remain calm and work extended hours in emergencies make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate heavy equipment and tools such as; backhoes, loaders, cranes, trucks, hydraulic equipment, locators, bob-cats, saws, grinders, pipe cutters, leak detectors, etc.; operate and understand computerized telemetry systems; operate an office computer including such programs as Word, Excel and Access and utilize email and the Internet; input work order data in

the database correctly.

B500
WATER DIVISION MANAGER
BAMM UNIT
EXEMPT
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