

CITY OF MADERA

WATER AND SEWER OPERATIONS MANAGER

*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.*

DEFINITION:

Under direction, supervises, evaluates and participates in the work of crews responsible for construction, repair and maintenance work in Water Distribution, Sewer Collections and Water Quality Divisions; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders; serves as a technical resource for assigned work crews; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Water and Sewer Operations Manager** is the management level class with Public Works responsible for assigning and supervising the work crews engaged in construction, repair and maintenance of the City's water and sewer systems within the Public Works Department, and incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the next higher classification of Public Works Operations Director by the latter's performance of overall management responsibilities of the Public Works Department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Public Works Operations Director. Exercises direct supervision over assigned staff.

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

- Plans, coordinates, prioritizes, monitors and participates in the work of crews responsible for the construction, maintenance and repair of water and sewer systems, as well as related facilities; in the absence of the Director of Public Works, may be assigned to serve as Director.
- Plans, coordinates, staffs and directs a sewer collection system maintenance and repair program; coordinates water and sewer maintenance and water quality activities with other City departments, divisions, sections and outside agencies; supervises water production and distribution activities including constructing and repairing storm conduits, curbs, gutters and drainage facilities.
- Administers the operations and maintenance of City water wells, water well chlorine generation plants, sewer lift stations, the water well filtration plant, the SCADA system, water quality assurance and water conservation.
- Oversees the installation, repair and maintenance of water and sewer mains and lines, water service connections, meters, boxes and leaks in water lines; oversees the maintenance and repair of storm

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drains, flood control facilities and inlets, and supervises the monitoring of water quality instruments and chlorination to ensure potable water.

- Performs the more difficult and complex maintenance and construction duties of the work unit including reading and interpreting complex construction plans and specifications; Responds to emergency calls.
- Participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level Public Works personnel; assigns work to assigned crews; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with applicable rules, policies and procedures; participates in the selection and training of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents which may include time sheets and work orders; prepares statistical and/or analytical reports on operations as necessary; plans, assigns and directs field construction; prepares and reviews location sketches for maintenance and repair projects; directs the operation of road construction equipment.
- Participates in the development of the division budget; administers and monitors the approved budget; prepares cost estimates for water and sewer system maintenance and repair activities.
- May participate in organizational and community group meetings; addresses and responds to service questions, inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, and drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

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 and Sewer Operations Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in construction, maintenance or related work, including two years as a lead or supervisor of a work crew, and a High School Diploma or equivalent supplemented by some directly related college level course work.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license; possession of a D.O.H.S. Grade III Water Treatment Plant Operator; a Cross-Connection Control Program Specialist Certificate and a Backflow Prevention Assembly Tester Certificate; possession of a C.W.E.A. Grade II Collection System Maintenance Technician Certificate; possession of a Grade IV Water Distribution Operator certificate.

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

Knowledge of:

Practices, techniques and materials used in maintenance, construction, and repair of water and sewer systems, as well as related facilities; principles and practices of conventional water treatment techniques, cross-connection control, deep turbine water wells, sewer lift stations, water sampling techniques, project design, cost estimating and management; operational characteristics of specialized construction and maintenance tools and equipment; principles and practices of budget administration; methods and techniques of supervision, training and motivation; applicable federal, state, and local laws, codes and regulations as they relate to Water Quality Assurance; methods and techniques for record keeping; occupational hazards and standard safety procedures.

Ability to:

Select and supervise subordinate staff; supervise and direct the operations and activities of a Public Works division; analyze a complex issue and develop and implement an appropriate response; prepare and administer a division budget; analyze and evaluate new and existing service delivery methods and standard operating procedures; oversee and perform maintenance, repair and installation of asphalt, signs, concrete and storm drains; perform heavy manual labor; drive and operate trucks and construction equipment; observe safety principles and work in a safe manner; follow written and oral directions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and related software; use water testing equipment; safely and effectively operate a variety of maintenance and construction equipment, tools and materials.