



City of Bruno

CLASS SPECIFICATION

CLASS TITLE:

WATER SYSTEMS MANAGER

DEFINITION:

To plan, organize, direct and coordinate the activities of the Water Distribution Division within the Public Works Department including water distribution and treatment of well water; to serve as Chief Operator in accordance with State of California regulations; to coordinate division activities with other divisions or departments; and to provide highly responsible technical support to the Deputy Director of Public Works.

DISTINGUISHING CHARACTERISTICS:

Provides a broad range of professional, programmatic, analytical, technical and administrative support for the Water Division of the Public Works Department, including responsibility for all managing, planning, implementing, coordinating and evaluating the City's water program. The incumbent will receive only occasional instruction or assistance as new or unusual situations arise and is expected to be fully aware of the operating procedures and policies within the Water Division.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Deputy Director of Public Works.

Exercises direct supervision over assigned supervisor, professional, technical and office support personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plan, organize, and direct water distribution activities, including operation and maintenance of water distribution and treatment facilities; ensure treatment and delivery of water sufficient to meet forecasted demand.
- Direct, oversee and participate in the development of the Water Distribution Division work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Prepare the Water Distribution Division budget and assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the division and department.
- Manage and develop effective preventative maintenance program recommendations and quality assurance of the City's reporting responsibilities and water resource databases, including well

production and groundwater yield emergency water supply plan and; manage the response to emergencies related to water supply.

- Responsibility in managing the development and implementation of various public education programs related to water quality such as chlorination, as well as other water quality programs included in the City's Urban Water Management Plan.
- Responsibility in managing the development of various planning documents such as the Water Master Plan, Urban Water Management Plan, the City's Water Quality Program, and other specialty plans and studies.
- Presents information on water conservation, water supply, and related issues to internal departments, community and business groups, trade organizations, and other public agencies; represent the City at professional association meetings and on assigned boards and councils.
- Direct water distribution and treatment operations, including related construction/maintenance activities; conduct site inspections on a periodic basis or as required by circumstances to ensure compliance with standards and regulations; direct and oversee compliance with regulations governing water distribution systems.
- Plan, develop and oversee the work of staff involved in the implementation of efficient operations and delivery of excellent customer service while maintaining the highest level of water quality in the system and proactively addressing maintenance needs.
- Observe, monitor, and evaluate all functions, operations and activities of the City's water distribution systems and inclusive work units on a continuous basis; identify potential issues, problems, and opportunities and implement appropriate solutions; implement approved improvements and modifications; prepare regulatory reports on operations and activities periodically and upon request.
- Receive and respond to difficult concerns/complaints from City water customers and the general public; initiate, oversee, and monitor investigations and communications regarding such complaints and claims against the City; and implement appropriate responses and corrective actions as necessary to resolve issues in a timely manner.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance, as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Methods associated with water usage assessment; laws and regulatory codes applicable to water supply and demand management; the State of California Urban Water Management Planning Act, Water Conservation in Landscaping Act, and California Urban Water Conservation Council Best Management Practices.
- Administrative principles and methods, including project planning and program management; methods and techniques for creating written and oral public information programs; basic research techniques; principles of statistical and fiscal analysis; technical report writing techniques; grant writing and administration principles; budget preparation and monitoring principles
- Principles and practices of public works facilities construction and maintenance related to water distribution and treatment systems.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws.
- Modern office procedures and computer equipment.

- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.
- requirements and all essential aspects of the job
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Organize and direct Water Distribution Division operations.
- Manage, oversee, and conduct water use audits; supervise, train, and evaluate support staff; make effective oral presentations to a wide variety of audiences including civic, business, and school groups; deal tactfully and courteously with the public; understand Federal, State, and local laws, regulations, policies, procedures and standards pertaining to water supply and Quality..
- Research and analyze a variety of moderate to complex administrative/operational and fiscal/budgetary issues; make persuasive presentations of ideas and recommendations.
- Interpret and explain pertinent water utility and department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Prepare and administer a budget.
- Supervise, train and evaluate personnel.
- Access, review, analyze and interpret a wide variety of reports, technical data and budget documents; know and understand laws, regulations, rules and codes related to area of assignment
- Observe performance and review and evaluate staff
- Problem-solve department related issues
- Manage various processes and requirements; and interpret and communicate policy, information and instructions.
- Remain stationary at desk and in meetings for long periods of time
- Intermittently move, traverse and position self while performing duties
- Access equipment surrounding desk; activate, use and operate a computer and other office equipment; use telephone
- Communicate through written means; and move or transport weight of 25 pounds or less.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Equivalent to completion of the twelfth (12th) grade.

Five years of increasingly responsible experience in water distribution construction and maintenance, including two years of supervisory responsibility.

Special Requirements:

Possession of a valid California Class C driver's license.

Possession of a California State Water Resources Control Board Water Distribution Operator Grade 4 (D4) certificate by date of appointment.

Possession of a California State Water Resources Control Board Water Treatment Operator Grade 2 (T2) certificate by date of appointment.

Working Conditions:

Positions may be required to work outside of normal business including evenings and weekends.

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| Category: | Division Manager |
| FLSA Classification: | Non-Exempt |
| Effective Date: | July xx, 2022 |
| Revisions: | N/A |