



WATER DIVISION MANAGER

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Public Works Division Manager	Effective Date:	July 1, 2017
Working Title:	Water Division Manager	Type:	Non-Represented
Department:	Public Works	Supervisor:	Public Works Director
FLSA Status:	Exempt	Supervises:	MUW I, MUW II, and MUW III

CLASSIFICATION SUMMARY

Incumbents in this classification ensure the integrity, efficiency, and quality of the City's water source and distribution system; completion of installations, improvements and maintenance related to the City's water source, water production systems and distribution infrastructure. Incumbents also responsible for, operate, and maintain the water system's digital telemetry equipment, provide back-up supervision as needed for streets, and stormwater systems and represent the City in Regional Public Works issues relating to infrastructure.

SUPERVISION

This is a supervisory position. This position supervises assigned employees, which includes: scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring, promotion and termination decisions.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below 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 functions.

Physical Demands

Physical effort is required to perform heavy manual labor. Regular lifting of objects and equipment ranging in weight from 25 to 100 pounds is required. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools or controls; bend; and reach with hands and arms. The employee is regularly required to climb or balance, stoop, kneel, climb stairs, crouch or crawl. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to the previously referenced heavy manual labor as well as to use a personal computer and various software programs, calculator, phone, copy and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position. This supervisory position is responsible to actively support safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the Department.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job outside in varying and extreme weather conditions for extended periods of time. Employees risk physical hazard from mechanical and electrical equipment, exposure to human debris, drug paraphernalia, hazardous gases, fumes, paint, chemicals and pesticides. Outdoors noise level is frequently high. Indoors, job duties will be performed in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms and public spaces. The noise level in the work area is typical of most office environments, with telephones, personal interruptions and background noises. Occasional contact with customers in conflict situations. Subject to 24-hour call back for emergency conditions.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. In addition, employees may be assigned as Competent Person on any given job. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

85% Division Management

Plans, organizes, and assigns Municipal Utility Workers to complete a variety of improvement and maintenance projects related to the City's water production systems, water distribution systems, cross connection control program, underground utility locates, customer service quality assurance, public outreach.

Supervises, coaches, disciplines, and conducts performance evaluations on assigned staff. Evaluates ongoing staff performance; recommends personnel actions, including disciplinary and training plans; makes hiring, promotion, and termination recommendations.

Acts as Direct Responsible Charge (DRC) for Water System as requested by Public Works Director.

Assists with preparation of Water Fund budget to include drafting proposed budget for areas of responsibility and long term goals and strategies. Monitors budget expenses for Water Quality and Water Distribution portions of the Water Fund budget to verify funding is available to accomplish necessary maintenance and projects.

Develops operating programs for City wells and ensures proper pressure and water flow; ensures compliance with State Health and Federal EPA standards; instructs employees on proper water testing procedures; inspects, maintains and tests City well pumps; meets with water customers to discuss/resolve water quality inquiries/complaints.

Updates Emergency Operational Procedures Manual, Water Management Plan, Wellhead Protection Plan, Hazmat Data surveys, Water-Use Impact Plans, and Water-Level Reporting for Ground Water Permits.

Writes and updates Annual Drinking Water Report (Consumer Confidence Report).

Prepares technical letters, documents, reports, policies and procedures, and letters to customers, managers, elected officials, peers and subordinates, and government officials.

Oversees inventory control, cross connection, and telemetry programs. Operates and maintains City Telemetry System.

Serves as City representative on various boards, committees and task force; represents the City of Keizer on regional public works issues relating to assigned area.

Oversees Capital Improvement Projects as they relate to water production systems.

Exhibits leadership to staff, crews, and other City employees. Creates an environment in which employees are focused on producing excellent quality results. Models and coaches employees on excellence in internal and external customer service.

15% Customer Service & Other Related Duties

Has routine contact with the public during the course of job or may meet with citizens concerning an issue.

Communicates with citizens to ascertain their needs and expectations and takes appropriate action; follows up with citizens to assure their satisfaction and communicates the issue to the Public Works Director or designee.

Responds to emergency calls during work and may be subject to call out during non-work hours.

Reads and interpret plans and specifications.

Provides input and recommendations to the Public Works Director on updates to construction drawings and standards.

May be required to operate light and heavy equipment.

May review building permits.

Assumes the duties of the Public Works Director as requested by the Public Works Director or City Manager.

MINIMUM QUALIFICATIONS

Education & Experience

High school diploma or equivalency plus five years of specialized training and work experience in the construction and maintenance of water systems, water quality, public works projects, including two years of full-time supervisory work and Direct Responsible Charge (DRC) experience; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

Licenses, Certifications & Other Requirements

- Required at time of hire: Valid Oregon driver license, Oregon Health Authority (OHA) Water Treatment I Certification, OHA Water Distribution III Certification and NIMS ICS 100, 200, and 700 Certification.
- Pass background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Principles and practices of operation, repair, maintenance, construction and installation work normally performed in water production and distribution systems.
- Safe operation of power tools and specialized equipment required for the position.
- Work-related safety practices and environmental rules and regulations particularly in regards to work in confined and/or hazardous conditions.
- Principles of supervision, training and performance evaluation.

Skill & Ability

- Operate telemetry equipment, well pumping equipment, specialized tools, heavy equipment and vehicles required to perform the duties, responsibilities and the essential functions of the job.
- Operate a personal computer, including word processing and email programs.
- Make material estimates, read and interpret plans and specifications, keep records and make reports.
- Interpret public works project plans.
- Perform the duties and responsibilities in a variety of diverse work areas in a safe manner for extended periods of time in adverse weather conditions.
- Understand and follow oral and written instructions
- Diagnose and repair pumping and telemetry equipment.
- Establish and maintain effective working relationships with other employees, the public and consultants.
- Sufficiently perform the physical requirements of the classification.
- Learn new technology and effectively apply the technology to the job situation.
- Plan and prioritize daily tasks and make appropriate decisions.
- Plan and lead less experienced employees in the completion of various projects.
- Supervise, train, and evaluate assigned staff.

Licenses, Certifications & Other Requirements

- Preferred at hire, must be able to obtain as soon as practicable: NIMS ICS 300 and 400, OHA Cross Connection Specialist Certification and/or training, Excavation Safety Training and Confined Space Training, First Aid & CPR Certification, ODOT Flagger Certification.