

WATER DISTRIBUTION & COLLECTION MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize, and direct work crews engaged in a variety of operation, maintenance, repair, and reconstruction activities in the water distribution, wastewater collection, storm drain, and flood irrigation systems. To coordinate utility maintenance and irrigation activities with other sections in the division; and to provide staff assistance to the Deputy Director.

Supervision Received and Exercised:

Receives direction from the Deputy Director or from other supervisory or management staff.

Exercises direct supervision over supervisory, technical, and maintenance staff.

Essential Functions:

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

- Make operational decisions on a daily basis as well as in the absence of the Deputy Director;
- Provide availability on a 24-hour basis to respond to and manage emergency situations;
- Exercise independent judgment in accomplishing the work of the section;
- Develop, coordinate, and author policies, procedures, and programs relating to the implementation of system operations according to City ordinances and state, local and federal regulations;
- Analyze data;, complete feasibility studies, review designs for system modifications, review plans, and administer contracts;
- Administer or conduct internal performance audits;

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- Assist in the development and review of best management practices, regulations, policies, and procedures which impact organizational performance, and supervises the application of such practices to increase safety, efficiency, public relations, and service;
- Monitor and prepare section-level budgets and supervise cost analyses and budget requests;
- Participate in staff training programs and personnel decisions including selection, hiring, leave approval, performance evaluation, and disciplinary actions;
- Assist with development of in-service and on-the-job training strategies for staff:
- Investigate and resolve technical or public relations problems;
- Promote team involvement and participation in setting goals, priorities, and strategies for safe, efficient, and effective divisional operations;
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, minimize over-time and work cooperatively and jointly to provide customer service;
- Utilize sound management techniques, as well as supervisory personnel and labor relations practices;
- Attend and participate in a variety of high level meetings both internal and external;
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the utility services maintenance operations and irrigation sections;
- Plan, prioritize, assign, supervise and review the work of staff involved in infrastructure maintenance, repair and reconstruction, meter maintenance and operations within the water distribution and collection section and irrigation section;
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities;
- Investigate work-related accidents; inspect infrastructure facilities and equipment for needed maintenance and repairs; inspect the work of crews while in progress; provide advice and assistance to subordinate supervisors;

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- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints;
- Review infrastructure-engineering plans for conformance to City codes; attend pre-construction meetings as required;
- Arrange for service, repair and replacement of maintenance equipment; requisition supplies and materials;
- · Maintain time, material, and equipment use records; and
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible municipal water distribution and wastewater collection system operation and maintenance experience including four years of recent supervisory/administrative level responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, civil engineering, environmental science, bacteriology, biology, water or wastewater treatment, public administration or a related field.

Licenses/Certifications:

- Requires possession of a valid driver's license.
- Possession of the Grade III Water Distribution <u>and</u> Grade III Wastewater Collection Operator certificates issued by the Arizona Department of Environmental Quality.
- Possession of the Grade IV Water Distribution and Grade IV Wastewater Collection Operator certificates issued by the State of Arizona.

Examples of Physical and/or Mental Activities:

- Operate city vehicles;
- Work in a stationary position for considerable periods of time;

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- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;
- · May require working extended hours;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Traverse considerable distances during workday with or without an accommodation;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.

Competencies:

(Pending)

Job Code: 445

Status: Exempt / Classified