



**Water/Sewer Manager**

<b>Department:</b>	Public Works – Water/Sewer	<b>Pay Grade:</b>	NR-15
<b>Bargaining Unit:</b>	Non-Represented	<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	06/19/2018	<b>Reports To:</b>	Public Works Director

**POSITION PURPOSE:** Under administrative direction, plans, controls and directs the operations of the City’s municipal sanitary sewer and water distribution systems and related maintenance, repair, and construction activities; protects the public health in the supply of water and disposal of sewage flows to the wastewater treatment plant.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages, coordinates, and reviews the work of assigned staff; assigns work activities and coordinates schedules, projects, and programs, provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Supervises, coaches, trains, and motivates staff; coordinates and/or provides staff training; manages the employment and hiring process and employee relations for assigned area; manages the workflow and prioritization of assigned projects.
- Takes appropriate corrective action when necessary; provides advice and counsel to staff; develops or assists with developmental work plans for staff and makes recommendations and/or implements corrective actions, discipline, and termination procedures as appropriate/necessary or as directed.
- Manages, administers, maintains, and oversees assigned budgets including making recommendations to the annual budget, monitors expenditures; identifies needs and reviews and approves reports, purchases, and payments according to established policies and practices.
- Makes recommendations and forecasts for future funds needed for staffing, equipment, materials, and supplies.
- Plans, controls, and directs the operation, maintenance, repair and construction activities for the municipal sanitary sewer and water distribution systems and related facilities.
- Develops and implements operational procedures and policies for the division; plans the daily and long-term activities, maintenance and repair functions associated with the City’s water/sewer systems.
- Responds to customer inquiries, vendors, staff and others regarding operational problems and needs.
- Directs and responds to emergencies as appropriate to resolve problems, investigate accidents, prepares periodic reports, and maintain records, logs and other documentation related to operational requirements and maintain assets sheets.
- Works with engineers to design, inspect and monitor construction jobs for water and sewer; updates and reviews City’s Construction Standard Details; monitors and inspects the City’s construction projects and developer extension projects.
- Maintains the Department of Health Permit operating in the green category; keeps maps updated for water and sewer utilities; plans, researches and makes purchases for equipment and tools needed.

## JOB DESCRIPTION

### Water/Sewer Manager

- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork.
- Performs work within scope of authority and training and in compliance with policies and quality standards.
- Monitors assigned operations and assured compliance with Federal, State, and local regulations and policies; interprets policies and procedures and assures the consistent application of rules and regulations.
- Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence; attends and participates in professional group meetings.
- Maintains awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate and assigned.

#### Required Knowledge of:

- Operations, services, and activities of a City Public Works Department.
- Municipal water and sewer system construction, maintenance and repair and related methodologies.
- Tools and equipment used in the water and sewer system maintenance and construction.
- Uniform Plumbing Code, AWWA Standards, Department of Health, Department of Ecology and other federal state and local laws, codes, rules, and regulations related to assigned activities.
- Construction standards.
- Health and safety standards, rules, and regulations.
- Interpersonal skills using tact, patience, and courtesy.
- Technical aspects of field of specialty.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Record keeping, report preparation and presentation techniques and practices.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, methods, and techniques.

#### Required Skill in:

- Planning, scheduling, and overseeing the maintenance, repair and construction activities of municipal sanitary sewer and water distribution systems and related facilities.
- Operating and maintaining the City water distribution and sewage collection system.
- Protecting the public health in the supply of water and disposal of sewage flows to the wastewater treatment plant.
- Planning and organizing work and meeting schedules and timelines.
- Interpreting and applying applicable federal, state, and local policies, laws, and regulations.
- Establishing, tracking, and maintaining accurate files and records.
- Monitoring and practicing safe work practices.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.

**JOB DESCRIPTION**

## Water/Sewer Manager

- Compiling and preparing a variety of records, files, and reports.
- Principles of business letter writing.
- Work independently with little direction.
- Developing and monitoring departmental and program/project operating budgets, costs, and schedules.
- Communicating effectively verbally and in writing.
- Supervising, leading, coaching and using best management practices to improve staff performance, delegating tasks and workload assignments.

**MINIMUM QUALIFICATIONS:****Education and Experience:**

- Associates Degree or Vocational Training in Public Works Construction, Water Distribution, Sanitary Systems, or related field AND
- Six years of experience in water distribution and sanitary sewer collection maintenance, repair, and construction activities that includes three years of staff supervisory and budgetary responsibility; preferably in a municipal or public sector environment; OR
- An equivalent combination of education, training and experience that will allow the incumbent to successfully perform the essential functions of the position.

**Required Licenses or Certifications:**

- Water Distribution Specialist Certification.
- Certification as Water Distribution Manager III.
- Wastewater Collection Specialist III.
- Flagging Certification.
- First Aid/CPR Certification.
- Cross Connection Control Certification.
- Other certifications/licenses may be required within a specified period of time after hire.
- Must be able to successfully complete and pass a background check.

**Other Requirements:**

- Ability to pass a mandatory drug test upon conditional job offer.

**WORKING CONDITIONS:****Environment:**

- Outdoor work environment.
- Driving a vehicle to conduct work.
- Constant interruptions.

**Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a variety of equipment and power and hand tools.
- Standing or otherwise remaining in a stationary position for extended periods of time.
- Walking or otherwise moving over rough or uneven surfaces.
- Bending at the waist, kneeling, or crouching, reaching above shoulders, and horizontally or otherwise positioning oneself to accomplish tasks.

**JOB DESCRIPTION**

Water/Sewer Manager

- Heavy physical labor.
- Lifting/carrying or otherwise moving or transporting heavy objects.

**Hazards:**

- Contact with angry and/or dissatisfied customers.
- Working in hazardous traffic conditions.
- Work in and around trenches and confined spaces.
- Working around and with machinery having moving parts.
- Adverse weather conditions.
- Fumes from paints and solvents, cement, hot asphalt, and sealers.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_