CITY OF MERCED

Employment Opportunity for

PUBLIC WORKS MANAGER - WATER

Salary: $6311.78-$7671.99 Monthly
Final Filing Date: Continuous – May Close At Any Time Without Notice

Current and future vacancies will be filled from this eligible list for a period of one year from the date of certification by the Personnel Board. Applications will be accepted on a continuous basis until sufficient numbers have been received. The recruitment may close at any time without notice. Copies of all certifications, transcripts or licenses required for this position must be attached at the time of application submittal. Incomplete applications will be disqualified.

THE POSITION

The Public Works Manager – Water, under the direction of the Director of Public Works-Water Resources and Reclamation, plans, organizes, directs and coordinates the activities of the Water Division of the Public Works Operations Department. Develops and implements general policy directives for drinking water production, treatment, and distribution system service.

This position serves as the Division Manager to the Supervisor, Water Technicians, Pump Operators, Water Meter/Backflow Technicians, Irrigation Maintenance Worker, Maintenance Electrician, and Maintenance Workers and other personnel as assigned by the Public Works Director. Work in this class is distinguished from that of the Public Works Supervisor by the greater complexity of the assignments, skill level required for the work, and the direction provided to Water Division personnel, which includes training, scheduling, assigning, and reviewing of work.

Typical duties include, but are not limited to, organizing, planning, directing, and coordinating water production, treatment and distribution; planning, directing, and supervising personnel in the development and improvement of water production, treatment, distribution, operation, and maintenance activities; supervising and inspecting the maintenance and repair of the water system and facilities to maintain continuous operation; implementing process changes resulting from interpretation of laboratory data and physical plant conditions; assesses and forecasts the program needs and regulatory requirements for water production, treatment, and distribution, and recommending goals and objectives; recommending adjustments to, and expansion of, operations, maintenance, and service programs to the Director; reviewing contracts and preparing estimates of supplies, materials, equipment, staffing, and cost for various jobs; developing, training, and reviewing the work of water maintenance personnel; conducting staff meetings and assigning work; developing and administering safety training programs specific to areas of responsibility; ensuring enforcement of safety practices, rules, regulations, codes, and safe work habits; providing written reports on, and analysis of, Water Division activities, projects, and assignments as required by the Director; assisting in developing written manuals, instructions, procedures, and specifications; preparing and administering the Water Division annual budget; monitoring and controlling expenditures within the Water Division; responding to after hour emergencies and malfunctions as needed; making critical decisions to resolve emergency conditions and malfunctions; and maintaining written records pertaining to the Water Division.

Carries out supervisory responsibilities in accordance with the organization's policies, procedures, and applicable laws. Responsibilities include interviewing, hiring, and training of employees; planning,

assigning, and directing work; appraising performances; rewarding and disciplining employees; and addressing complaints and resolving problems.

Must have knowledge of the materials, equipment, methods, techniques and practices essential to drinking water production, treatment, and distribution system maintenance; laws, regulations, codes, and standards pertaining to drinking water production, treatment, and distribution system maintenance; laws, regulations, codes, and standards pertaining to drinking water production, treatment and distribution system operation and maintenance; management and supervisory principles and techniques; safety regulations related to drinking water production, distribution and treatment.

Must have the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; prepare and present concise, well-documented reports, budgets, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public; establish cooperative working relationships with employees, departments, city officials, regulatory agencies, and the general public; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio and percent; draw and interpret graphs and charts; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram or schedule form.

THE REQUIREMENTS

Education and Experience

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be graduation from an accredited college with a B.S. in Engineering or Business Management or closely related field is desired, or an AA degree and five years progressively responsible experience in water systems.

Special Requirements

At the time of application, possession of a valid California driver's license; possession of a Water Treatment Plant Operator Grade II certificate issued by the California Department of Health Services; possession of a Water Distribution Operator Grade IV certificate issued by the California Department of Health Services. Ability to acquire a Distribution V prior to the City reaching a population of 100,000 as required by the California Department of Health Services.

Additional Information

The City reserves the right to change or add to any of the above licensing requirements, job duties, or other employment requirements anytime throughout a candidate's employment when required by law, regulation or business necessity.

Tobacco Product Use

The City of Merced declares a hiring policy which disqualifies habitual users of tobacco products from eligibility for employment. Employees hired for positions in a management category after July 1, 2006 (including promotion, transfer or reclassification form a position in one management category to another) shall not be permitted to use tobacco products consistent with this policy. Failure to follow this policy will lead to disciplinary action, up to and including dismissal.

PHYSICAL DEMANDS

Occasionally stands, walk, stoop, kneel and crouch; frequently sits; normal manual dexterity and eye-hand coordination; ability to lift or move objects weighing up to 50 pounds; corrected hearing and vision to

normal range; verbal communication; knowledge in the use of a variety of hand and power equipment, and testing equipment used in maintenance, construction, and operations; general knowledge and use of various computer programs.

WORK ENVIRONMENT

Work is performed in both in an office environment and outdoors in varying temperatures and weather conditions; exposure to hazardous materials, smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; continuous contact with other staff and regular contact with the public.

THE EXAMINATION

Application Review-Qualifying Only: Those which meet the minimum qualifications will be submitted to an Application Evaluation Panel to select a limited number of the most qualified candidates to continue in the examination process. The panel's selection will be based upon those applications demonstrating the greatest breadth and depth of applicable training, experience, and education for the position.

Oral Interview – 100%: The oral board may evaluate such dimensions as decision making, performance under pressure, flexibility, oral communication skills, and problem analysis. The oral board is conducted to evaluate a candidate's training and experience for the position. The panel will decide which candidate(s) are qualified, based on the oral interview. Candidates must score in the higher percentile bracket to qualify for the employment list. Placement on the employment list will be determined by the candidate's final score. Final selection and appointment will be made by the Department Head and City Manager from the top three candidates on the employment list. **ORAL INTERVIEW DATE TO BE ANNOUNCED**

PRE-EMPLOYMENT PROCEDURES

All appointments are contingent upon the successful completion of all parts of a pre-employment check consisting of a medical examination, drug screen, background and/or fingerprint check. Results of the pre-employment check or false statements of material facts may be cause for disqualification, elimination from the employment list or discharge from employment. Employment eligibility verification is required by the Immigration Reform and Control Act of 1986. If you are a U.S. citizen this may be done with a Social Security card and a valid driver's license. You must have these items or other acceptable documents before you can be hired. All new City employees, at time of appointment, are required to sign up for automatic deposit of their payroll check. The City has a Veteran's Preference System that is available in all open competitive recruitments. For an application please visit www.cityofmerced.org or the Merced Civic Center at 678 W. 18th St., Merced, CA 95340. For any inquiries contact the Personnel Office at (209) 385-6837, TTY (209) 385-6816, or e-mail personnel@cityofmerced.org.

EXAM I.D. #6588-23-10/7/13

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen L. Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 385-6839 or at the TTY telephone number indicated above.

EQUAL OPPORTUNITY EMPLOYER/A.D.A.

****INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE WITHOUT NOTICE****