

City of Merced

Bargaining Unit: MM

FLSA: Covered

Position Number: 06588

PUBLIC WORKS MANAGER – WATER

DEFINITION

Under general direction of the Director of Public Works Operations; 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.

DISTINGUISHING CHARACTERISTICS

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. 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.

REPORTS TO

Director of Public Works Operations

CLASSIFICATIONS SUPERVISED

Public Works Supervisor – Water and other staff assigned to the Water Division of the Public Works Operations Department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Organizes, plans, directs, and coordinates water production, treatment, and distribution; plans, directs, and supervises personnel in the development and improvement of water production, treatment, distribution, operation, and maintenance activities; supervises and inspects the maintenance and repair of the water system and facilities to maintain continuous operation; implements 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 recommends goals and objectives; recommends adjustments to, and expansion of, operations, maintenance, and service programs to the Director; reviews contracts and prepares estimates of supplies, materials, equipment, staffing, and cost for various jobs; develops, trains, and reviews the work of water maintenance personnel; conducts staff meetings and assigns work; develops and administers safety training programs specific to areas of responsibility; ensures enforcement of safety practices, rules, regulations, codes, and safe work habits; provides written reports on, and analysis of, Water Division activities, projects, and assignments as required by the Director; assists in developing written manuals, instructions, procedures, and specifications; prepares and administers the Water Division annual budget; monitors and controls expenditures within the Water Division; responds to after hour emergencies and malfunctions as needed; makes

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Continued)

critical decisions to resolve emergency conditions and malfunctions; and maintains written records pertaining to the Water Division.

SUPERVISORY RESPONSIBILITIES

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 performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

TYPICAL PHYSICAL REQUIREMENTS

Occasionally stands, walk, stoop, kneel and crouch; frequently sits; normal manual dexterity and eye-hand coordination; ability to lift and 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.

TYPICAL WORKING CONDITIONS

Work is performed 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.

DESIRABLE QUALIFICATIONS

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 operation and maintenance.
- Management and supervisory principles and techniques.
- Safety regulations related to drinking water production, distribution, and treatment.

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.

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DESIRABLE QUALIFICATIONS (Continued)

Ability to: (continued)

- 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.
- To 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.

Training 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.

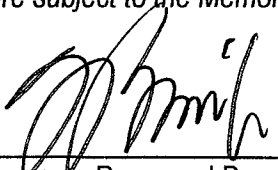
Special Requirements:

- Possession of a valid California driver's license.
- Possession of a Treatment II Water Treatment Plant Operator certificate issued by the California Department of Health Services.
- Possession of a Distribution IV Water Distribution Operator 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.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.

APPROVED _____


Chairperson, Personnel Board

DATE: September 11, 2006