

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Water Distribution System Manager	Job Code: 2513
Date: January 25, 2016	EEO Code: SC
FLSA Designation: Exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is administrative, planning, and management work with responsibility to direct the daily operations of Provo City's water distribution section.

CLASSIFICATION STANDARDS: The single position allocated to this class is responsible to the Water Division Director and performs all tasks under his/her general direction. The work of this class is distinguished by its comprehensive oversight of the daily operations of Provo City's water distribution section.

ESSENTIAL DUTIES: Oversee and direct the daily activities and associated programs of the water distribution section in an effort to meet user and emergency demands; oversee all aspects of installing, maintaining, and replacing water lines and meters; assess needs and allocate appropriated resources; coordinate work efforts with affected departments, contractors and the public; advise and makes recommendations to department director; inspect work sites to determine severity of problem; resolve complex operational issues.

Supervise, plan, and coordinate the work of assigned personnel and ensure work is completed accurately and efficiently; make staffing decisions including hiring and firing staff; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact discipline and/or employee recognition as needed; oversee and direct the training and development of assigned personnel; ensure compliance with the City's personnel policies and procedures; supervise record maintenance and review all reports, logs, work records, and documentation of subordinates; develop and manage safety programs for assigned personnel, including the coordination of all applicable risk management issues.

Develop and manage the Water Distribution budget, including oversight of the purchasing process and approval of expenditures to ensure fiscal responsibility; propose and approve specifications for all contracts and equipment purchases; develop, submit for review, and implements service programs, policies, procedures, and goals; ensure overall compliance with applicable ordinances and local, State, and Federal regulations; ensure appropriate documentation of program activities; review logs and reports to identify and resolve inefficiencies; prepare a variety of records and administrative reports on program activities and performance; maintain vehicle and equipment inventory; may perform the tasks of lower level Water Sources staff or other related duties as needed.

MINIMUM REQUIREMENTS: Equivalent to a high school diploma; and six (6) years of professional water operator experience, two (2) years of which must have been in a program management/supervisory capacity. Additional education may be substituted for non-supervisory experience as allowed by the State of Utah for unrestricted water operator certification.



License(s). Unrestricted Grade IV Utah State Water System Operator. A valid, lawful commercial driver's license is required.

SELECTION FACTORS: *Knowledge of:* methods and techniques used in the installation, repair, and maintenance of water mains, service lines, hydrants, valves, and related structures; general hazards related to excavating ground and working near underground utilities; budget preparation and administration processes; related laws, codes, rules, and regulations governing functions of the position; the electrical and mechanical operations and maintenance of water distribution equipment and meters; the various pressure zones within the system; basic English composition, spelling, and grammar; policies and procedures established for the work system including traffic control, flagging, confined space entry, handling chemicals, and sample collection. *Skill in:* interpersonal relations and management as applied to the direction and supervision of employees; confined space entry; using a variety of power tools, hand tools, and other heavy equipment safely in a hazardous environment; troubleshooting electrical and mechanical issues; recognizing and responding appropriately to potential dangers; operating equipment safely in a hazardous environment; reading engineered plans and profile drawings; performing pipe line taps. *Ability to:* perform work with speed and accuracy; enforce safety regulations; repair and install meters; operate process equipment; recognize changes in normal conditions and investigate the cause; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships; exercise independent judgment while evaluating situations and in making determinations; analyze a wide variety of data points to make sound recommendations for improvements; organize assigned work and develop effective work methods; prepare clear, concise, and accurate and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Radio, mobile device, motor vehicle, backhoe, front-end loader, boom truck, dump truck, road cutter, tap machines, jackhammer, power valve operating machine, excavator, various hand and power tools, general office equipment and software, specialized software, safety clothing, and other equipment specific to the work.

PHYSICAL DEMANDS: Sufficient physical strength, agility, and eyesight to perform the work which includes lifting up to 50 pounds, driving vehicles and heavy equipment, carrying, bending, stooping, walking over rough terrain, entering confined spaces, and climbing ladders.

ENVIRONMENTAL FACTORS: This work requires exposure to adverse weather conditions, heavy traffic, odors, dark and damp spaces, hazardous chemicals, and other hazardous conditions. *Note: Employees of this class may be subject to call-out and working weekends and holidays.*

	1/25/16
Department Director	Date
	1/27/16
Mayor/Chief Administrative Officer	Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.