

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Water Sources Manager	Job Code: 2517
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 sources section.

CLASSIFICATION STANDARDS: The single position assigned to this class is responsible to the Water Division Director and performs all work 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 sources section.

ESSENTIAL DUTIES: Oversee and direct the activities, programs, and employees of Water Sources in an effort to meet user and emergency demands; oversee all aspects of inspecting, maintaining, and future planning for reservoirs, spring areas, pressure regulator stations, pump houses, chlorinators, manholes and covers, meters, telemetry equipment, and valves; monitor source volumes and inspect source pumping and chlorinating stations; coordinate water sampling with other government agencies; resolve complex operational issues; determine which sources will be on-line for a given time period.

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 Sources 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 implement 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 Water Systems Operator. A valid, lawful Commercial Driver's License with Hazmat endorsement is required.

SELECTION FACTORS: *Knowledge of:* methods and techniques used in the operations and maintenance of a water sources system; principles of electrical conduction and insulation; mechanical operations and maintenance of specialized water sources equipment; budget preparation and administration processes; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; basic English composition, spelling, and grammar; effective supervisory methods and techniques. *Skill in:* interpersonal relations and management as applied to the direction and supervision of employees; using a variety of power tools, hand tools, and heavy equipment in a safe manner; troubleshooting electrical and mechanical issues; installing, maintaining, and repairing water sources equipment, structures, and surrounding areas; operating equipment safely in a hazardous environment; recognizing potential dangers; performing testing procedures for corrosion monitoring stations on main water lines; conducting a variety of water sample collection procedures; reading and interpreting line drawings and blueprints. *Ability to:* monitor and operate process equipment, electrical controls, valves, meters, gauges, and pumps; recognize change in normal conditions and investigate the cause; recalibrate process and equipment settings in the field; perform work with speed and accuracy; communicate effectively both verbally and in writing; perform work with speed and accuracy; deal with the public in a pleasant, courteous, and calm manner in all circumstances; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public.

TOOLS AND EQUIPMENT USED: Computer, office equipment, motor vehicles, radio, backhoe, front end loader, boom truck, road cutting machine, tap machines, jackhammer, various powered hand tools and other equipment.

PHYSICAL DEMANDS: Requires sufficient strength, agility, and eyesight to perform the work which includes lifting up to 50 pounds, driving vehicles and heavy equipment, carrying, bending, stooping, walking, climbing, tight quarters and confined spaces, and physical hand work.

ENVIRONMENTAL FACTORS: Work is performed in an office and/or the field; is performed for sustained periods of time outdoors; may require exposure to adverse weather conditions, in and around heavy traffic, exposure to odors and hazardous conditions. Employees of this class are subject to on-call status. *Note: Employees of this class may be subject to call-out and working weekends and holidays.*

_____ 1/25/16

Department Director Date
_____ 1/21/16

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.