CLASS TITLE: WATER DISTRIBUTION SYSTEMS MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction supervises the installation, maintenance, and repair of the municipal water system and related facilities, and performs other related required duties.

ESSENTIAL TASKS:
- Plans, coordinates, and directs the work of subordinate supervisors engaged in water distribution system maintenance, construction, and repair
- Schedules manpower to staff a customer response/dispatch center
- Organizes crews and formulates plans for emergency work
- Reviews plans and specifications for construction of new water mains and assists in the collection of field data needed for planning and designing such new construction
- Makes field inspections of work in progress and upon completion to determine adherence to established standards
- Prepares reports and records indicating the costs of construction and maintenance to the system and assists in the preparation of budget requirements and estimates
- Coordinates the purchasing of materials, equipment, and outside services
- Investigates customer complaints, requests, and property damage
- Monitor section and employee productivity
- Prepares written reports, investigations, and correspondence
- Coordinates with other sections for system improvements and operations
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in civil engineering, business or public administration, or construction management, and eight (8) years of progressively responsible experience in the construction, maintenance, and repair of a municipal water system and related facilities.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, materials, practices and techniques involved in the repair and maintenance of the City's water distribution system; considerable knowledge of the methods of operation of heavy construction equipment and machinery used in the repair and installation of water distribution lines; considerable knowledge of the technical principles and practices of Civil and Sanitary Engineering as applied to a water distribution system; and good knowledge of the operating principles of electrical and mechanical pumping equipment. Ability to plan, coordinate and supervise the activities of a large labor force engaged in public works construction and repair; ability to coordinate the activities of workers in several different skilled crafts and to determine, by inspection, quality of work performed by skilled and unskilled workers; ability to make material and labor estimates and to keep records and prepare reports; ability to read and interpret blueprints and engineering specifications; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "A" Water Operator's License by the Department of Environmental Quality (DEQ) within one year of date of hire and possession of a valid Oklahoma Class "D" Operator's License. Possession of a Professional Engineer's License for the State of Oklahoma preferred.
WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; requires some travel to various City locations; and subject to 24-hour emergency call-out.

Class Code: 1099
EEO Code: E-02
Pay Code: EX-52

Group: Labor and Trades
Series: Labor and Trades Supervision

Effective Date: May 15, 2017