



DEFINITION

Under direction from the Manager of Operations and Maintenance, plans, schedules, directs, coordinates and reviews, through subordinate supervisors, the operation and maintenance of the District's water distribution system; provides oversight and direction to the meter repair shop, cross connection control program and warehouse operations; establishes and revises operating methods and procedures for the division and coordinates distribution system activities with the Water Supply and Production Division, Facility Maintenance Division, and the Engineering Department; prepares the annual budget request for the division, estimating staffing, materials and equipment needs; monitors and controls unit expenditures after budget adoption; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

Distribution Maintenance Manager is a single-position mid-manager classification. Under limited direction within a framework of overall goals and objectives, the incumbent manages all operations related to the installation, repair, and maintenance of the District's water distribution system and has programmatic responsibilities that include oversight of the meter repair shop, cross connection control program and warehouse operations. Assignments are given in general terms and subject to review upon completion. There is significant latitude for discretion and independent judgment to achieve overall goals and objectives of areas of responsibility.

This classification is distinguished from other managers within the District by specific responsibility for the management of all operations related to the installation, repair, and maintenance of the District's water distribution system. This classification is distinguished from the Manager of Operations & Maintenance in that the latter is a department head with overall administrative responsibility for all operations and maintenance activities of the District and provides direction to this classification.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Establishes division's construction and maintenance programs and priorities to meet department goals and objectives; establishes and revises operating methods and procedures and coordinates distribution system activities with the Water Supply and Production Division, Facility Maintenance Division, and the Engineering Department.
- Recommends policies and procedures and as appropriate, implements changes to improve construction and maintenance activities.
- Plans, directs and evaluates construction and maintenance staff activities; maintains employee morale and productivity and ensures employee safety.
- Directs the selection and evaluation of assigned staff and provides for the technical training and professional development of staff.
- Develops, reviews, and evaluates the division's work and the effective use of personnel within the division for conformity with objectives.

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- Plans and schedules through subordinate supervisors major construction and maintenance projects performed by field forces; initiates preventive maintenance programs.
- Reviews engineering plans and specifications to identify and correct design problems prior to installation and extension of pipelines and advises engineering representatives of same.
- Prepares the annual budget request for the division; estimates staffing, materials and equipment needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves requisitions for purchase of materials or supplies.
- Monitors expenditures involving customer initiated or on-going work projects and reports on notable variances; utilizes computerized system to manage and track work orders and their completion; reviews, as required, total expenditures involved in District customer and monthly expense jobs and prepares a written explanation on any variation.
- Visits work sites to maintain effective communication, monitors progress on major projects, observes working conditions and manages emergencies.
- Investigates and takes appropriate action on inquiries from water consumers.
- Participates in employee relations activities within the division; oversees administration of discipline and resolution of grievances; may serve as member of District's labor negotiations team; ensures proper administration of labor agreements within the division; and meets and confers with employees and/or Union representative(s) on employee relations issues.
- May represent the division, department and/or agency to other agencies as required by job responsibilities and/or as delegated.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

Possession of a Bachelor's degree or equivalent from an accredited college or university preferably with major course work in engineering or business and five (5) years of full time, progressively responsible experience in the installation, operation and maintenance of a water distribution system, which includes at least two (2) years of supervisory authority for the work of several construction, maintenance, meter/cross-connection or specialty crews; or an equivalent combination of education and relevant experience which would enable the candidate to take responsibility for the full scope of occupational functions required by the District.

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Knowledge, Skills and Abilities:

Knowledge of: principles, practices, equipment, materials and standards used in the installation, repair and maintenance of a water distribution system; principles and practices of effective employee supervision and personnel management; techniques for effective budgetary control and administration; methods used to achieve efficient utilization of materials, equipment and human resources in the operation and coordination of the work activities of multiple field crews; pertinent Federal, State and local laws, codes and regulations; OSHA regulations and safe work practices and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action.

Skill and Ability to: plan, assign and coordinate work involving the installation and repair of water distribution facilities and related office activities; exercise good judgment in emergency situations; plan, assign, and supervise the work of subordinate staff; read and interpret blueprints and specifications; conduct investigations and studies of work programs and identify possible operating and procedural improvements; interpret and apply information, choose among alternative courses of action and develop effective recommendations; understand and implement laws, regulations, policies, and procedures; effectively operate a computer and other standard office equipment; communicate effectively, both orally and in writing; deal with the public and other District employees with tact and judgment; maintain detailed and accurate records; and prepare clear and concise routine and special written reports; establish and maintain good working relationships with those contacted in the course of the work; and perform essential duties of the job without causing harm to self or others.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.
- Must possess a Water Distribution Operator Grade 2 certification issued by the California Department of Water Resources.
- Must obtain a Water Distribution Operator Grade 3 certification issued by the California Department of Water Resources within 18 months of appointment.

Working Conditions/Physical Requirements:

On a daily basis, the essential duties of this classification are performed in an office environment and require the ability to: sit for extended periods of time at a desk in front of computer screen; use a telephone, computer keyboard and other standard office equipment; use finger dexterity and hand strength to perform simple grasping and fine manipulation; speak to verbally provide instruction and information in person and on the phone; hear to receive verbal detailed information and instruction; see at arms length to twenty feet with a good field of vision; intermittently twist to reach equipment or supplies surrounding the desk; and frequently lift and/or carry objects weighing up to 20 pounds and occasionally up to 55 pounds.

Occasionally, the essential duties of this classification are performed outdoors under various climatic and geographic conditions in an environment with exposure to high frequency and constant noise, dust, allergens and other environmental irritants and around moving vehicles and equipment. These activities require the ability to: use feet and hands to operate a vehicle and to walk, bend and stoop when visiting and monitoring field work activities.

Revised: 09/14

Approved: 
Human Resources/Risk Manager