

CLASS TITLE: WATER DISTRIBUTION SYSTEMS MANAGER

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

ESSENTIAL TASKS:

- Plans, coordinates and directs the operations of a 24-hour 7 day a week emergency/non-emergency municipal water system
- Manages the work of subordinate supervisors engaged in maintaining the COT water distribution system
- Develops, monitors and implements programs that are considered best practices for a water utility
- Develops, monitors and supports initiatives to improve the overall department and division safety programs and engage in opportunities to improve the process
- Develops and supports initiatives regarding emergency preparedness at the City, departmental and divisional levels
- Investigates customer complaints, requests, property damage and legal claims
- Reviews plans and specifications for construction of new and existing water mains and oversees the collection of field data needed for planning and designing such construction in compliance with the departments Asset Management framework
- Prepares and implements methods to improve the quality of training, development of customer relations and service
- Reviews plans and specifications for construction of new and existing water mains and oversees the collection of field data needed for planning and designing such construction in compliance with the departments Asset Management framework
- Prepares divisional capital and operational budgets in support of departmental initiatives and in compliance with federal and state guidelines
- Coordinates with other City departments and divisions regarding 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; frequent lifting, carrying, pushing, and pulling up to 25 pounds; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, and twisting; and

vision, speech, smelling and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License and a valid Class "A" Water Operator's License issued by the Oklahoma Department of Environmental Quality (DEQ) or ability to obtain within time allotted by law.

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: December 10, 2020