City of Watsonville

Job Description

JOB TITLE: Water Services Manager

DATE APPROVED: February 14, 2017

DEPARTMENT: Public Works & Utilities

SUPERSEDES: Field Services Manager

REPORTS TO: Assistant Director and Director of Public Works & Utilities

SUPERVISION: Exercises direct supervision over the Water Services Division staff and others as assigned

EMPLOYEE UNIT: Mid-Management

FLSA: EXEMPT

JOB SUMMARY:
To plan, organize, direct, coordinate, and supervise the maintenance, operation, construction, repair, and development of City streets, sewers, storm drains, and water distribution system; to develop and prepare operations, and capital improvements budgets. Coordinate Public Works emergency response work and perform related planning.

DISTINGUISHING CHARACTERISTICS
This job class functions at the full supervisory level and requires a thorough knowledge of street services methods, materials, and procedures for ensuring that water mains, hydrants, and service lines are properly installed and maintained.

EXAMPLES OF ESSENTIAL DUTIES:
Duties may include, but are not limited to, the following:

- Plans, schedules, organizes, directs, coordinates, and supervises the maintenance, operation, construction, and development of the City street system
- Supervises and formally evaluates the work of field services personnel
- Prioritizes projects; determines and requisitions needed personnel, equipment, and materials for various projects
- Supervises the use of a variety of heavy equipment including backhoe, dump truck, and compaction equipment, loader, and truck crane
- Supervises the excavation, installation, and repair of main pipelines and fittings; new water mains, hydrants, and service lines; makes various system changes
- Main contact for City's participation with CalWARN
- Is main contact for the City within the County of Santa Cruz, Mutual Aid Agreement
- Reads job plans and organizes work schematics
- Maintains records of work hours, equipment, and materials used on jobs; prepares related reports and correspondence
- Trains employees in safe and proper work methods and practices: confined space, trenching shoring, excavation, and traffic control safety, emergency response events.
• Responds to emergency calls
• Prepares budgets
• Initiates and carries out improvement projects; prepares and administers contracts for minor projects
• Reviews street, water, and drainage plans
• Oversees proper maintenance of equipment and machinery
• Prepares cost estimates and submits final cost reports; oversees maintenance of project costs for work hours, equipment hours, and materials used; prepares other reports and correspondence as needed
• Inspects facilities for proper completion of work assignments
• Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:
• use of materials, tools, and equipment related to water system construction and maintenance work scheduling systems
• principles and techniques of supervision including staffing, employee development, and planning and organizing work
• methods, materials, equipment, and techniques used in public works maintenance, repair, and construction, particularly as applied to streets, sewer systems, storm drains, and the installation and servicing of water distribution systems
• laws, rules, ordinances, and regulations related to public works maintenance, construction, and repair
• designing, planning, and developing specifications for public works maintenance and construction projects
• long range planning for public works facilities
• principles of budget preparation and expenditure control
• safe work practices

Ability to:
• plan, assign, direct, and coordinate assigned public works maintenance, construction, and repair activities
• direct and inspect the technical details of project completion
• prepare estimates of time, material, and equipment needed to perform projects
• assist in developing specifications and effective recommendations for expansion of public works facilities and ensuring the proper completion of minor contract work
• assist with the preparation of operating and capital improvement budgets and control of expenditures
• research and prepare comprehensive and complete reports
• effectively represent the Public Works and Utilities Department with public groups, other agencies, and organizations as directed
• establish and maintain effective work relationships with those contacted in the performance of required duties
• work from plans and specifications
• train, direct, and formally evaluate the work of others
• maintain accurate schedules and records
• make minor repairs and alterations in equipment
• deal tactfully with the public and private construction representatives
PHYSICAL REQUIREMENTS:
Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform required duties
- hear and distinguish various sounds, such as voices of co-workers in noisy environments and sounds of operating equipment
- walk on uneven surfaces
- work outside in inclement weather
- climb up and down ladders and stairs
- grasp with right and left hands
- drive an automobile
- hear adequately to converse on the telephone, radio, cellular phone, and in person
- use a computer keyboard
- intermittently bend and twist to reach equipment surrounding desk, perform minor equipment repairs, and get in and out of a truck

TRAINING AND EXPERIENCE:
Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

Ten (10) years of increasingly responsible experience in public works or utilities maintenance, construction, and repair work, with an emphasis on water distribution and/or production including at least (5) years in a supervisory capacity

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver’s License and a safe driving record
- At a minimum Possession of Grade-IV State Water Resource Control Board Water Distribution Operator Certification
- Possession of a Grade-III State Water Resource Control Board Water Treatment Operator Certification