

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 515

WATER DISTRIBUTION MANAGER

GENERAL

Responsible work in allocating and scheduling work assignments and in supervising and inspecting repair work or new installations of water and reuse distribution equipment. Must demonstrate commitment to providing a safe water supply and encouraging excellence in staff. This is an essential position, which requires incumbents to report to work during catastrophic events. In case of such an event, incumbents maybe required to work 12-hour shifts, seven days a week to help provide essential services to our customers. Work is performed under general supervision of the Utilities Field Superintendent.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Allocates and assigns staff to specific jobs based on job requirements, manpower availability and to maximize efficiency of division through benchmarking day to day operations.
- Supervises and inspects repair of existing and new installation of potable and reuse water mains, service lines, fire hydrants and water meters.
- Responsible for verifying that staff adheres to appropriate safety policies.
- Ensures that their division provides excellent customer service to internal and external customers.
- Conducts field inspections to ensure work performed meets or exceeds departmental and/or industry standards, as well as all State and local regulations.
- Prepares detailed reports, makes presentations and signs off daily on distribution operations log
- Coordinates work order jobs from other City departments.
- Receives service orders and completes them as to the materials used and manpower required.
- Prepares work orders for problems discovered by physical inspection or for complaints called directly to the water department.
- Checks periodically on work in progress of private contractors to verify the statements they submit as to the amount of material and labor used.
- Reviews new project drawings for feasibility and provides comments regarding integration of new projects into existing water/reuse system needs.
- May be required to supervise the City backflow prevention program
- Mentors staff for job knowledge and growth opportunities.
- Diligently protect the integrity of the water supply and ensure safe potable water delivery by overseeing the City's Cross Connection Control Program that monitors the annual certification of 4343 non-fire backflow devices that prevent cross control contamination.
- Maintain Operate 273 miles of potable water main and 29 miles of reuse water main and appurtenances and construct water and reuse distribution systems to regulatory requirements

of all pertinent State, local laws and City Ordinances (i.e., FDEP (Florida Department of Environmental Protection, Broward County Health Department).

- Perform Development E-Plan, PAM & DRC reviews and attend PAM & DRC Committee development meetings. Assist property owners, developers and engineers in interpreting Utility/Engineering specifications and regulatory system requirements.
- Prepare and manage Water & Reuse annual operating budget, Capital Replacement and Capital Improvement programs.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of best management practices, regulations, materials, methods, tools, and equipments used in the operation, maintenance, documentation and construction of a water-reuse distribution system.
- Skilled in preparing accurate cost estimates based on engineering plans and drawings.
- Ability to use Microsoft Word, Excel and Outlook.
- Ability to effectively provide vision, communicate, motivate, teach, train and supervise, with a positive approach, skilled and unskilled employees.
- Ability to assist with annual budget development and tracking as well as Capital Improvement Plans.
- Ability to accurately read and interpret engineering plans and drawings – providing comments to ensure the integrity of the system. Testing in the use of both GIS and paper map reading will be part of the interview process.
- Ability to work harmoniously with other City departments and the general public. Works proactively and provides excellent customer service to internal and external customers.
- Ability to keep accurate records and submit accurate reports.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Associates Degree in Engineering, Administration or Business or in a relevant area of study with at least 5 years of operational and supervisory experience in the water/reuse industries. Must possess a DEP Level “1” Water Distribution license or obtain the license during the one-year probationary period. Extensive supervisory experience in water distribution maintenance and/or construction work. Water/Wastewater Treatment License or knowledge of these functions a plus.

(A comparable amount of training and experience may be substituted for the minimum qualifications)

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, computer and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Must be able to perform manual labor, occasionally moving up to 50 lbs. and wear a respirator. Must pass a pulmonary respiration test.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record. Must possess a CDL "B" license with air brake and tanker endorsement at time of application. Must possess a Backflow Prevention Tester license or obtain license during the one-year probationary period. Preferred Asset Management, GIS and Hydraulic model knowledge. Preference will be given to individuals who possess all of the above requirements at the time of interview. Incumbent will be required to work extended hours during and after hurricanes or other disasters.

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

11/2019

Bargaining Unit: Non-bargaining

FLSA: Exempt

Pay Grade/Group: 30/50

Location: Utilities Field Operation

GERS: Regular Class