Chief Water Distribution Operator

Definition:
Under general direction, supervises, evaluates and participates in the work of crews responsible for construction, repair, maintenance and operational work in the Water Distribution operational unit of the Public Works Department; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders; serves as a technical resource for assigned work crews and the Director of Public Works/City Engineer; performs other related duties as required.

Distinguishing Characteristics:
The Public Works Supervisor – Water Distribution is the supervisory level class responsible for assigning and supervising the work of crews engaged in construction, repair and maintenance work of water distribution systems. This classification is distinguished from the next higher classification of Director of Public Works/City Engineer in that the latter is responsible for the overall management of the department.

Supervision Received/Exercised:
Receives general direction from the Director of Public Works/City Engineer. Exercises direct and indirect supervision over assigned staff.

Essential Functions: (include but are not limited to the following)
- Plans, coordinates, prioritizes, monitors and participates in the work of crews responsible for the construction, maintenance, repair and/or operation of water distribution systems; provides day-to-day leadership to assigned crews; coordinates the work of the unit with other City departments and divisions, outside agencies, community groups and the public.
- Supervises and participates in the construction, maintenance and repair of the City’s water distribution system, including pipes, valves, pumps, meters and related facilities.
- Oversees the reading and repair of water meters and water service connections and disconnections; provides pressure and flow information on hydrants; fabricates and installs piping, fittings, valves, pumps, hydrants, and controls.
- Supervises and participates in the removal of pavement, digging of holes, cutting of trenches, and removal of concrete and earth using hand tools, power equipment and related equipment required for the installation, replacement and repair of water mains, service lines and water system related projects.
- Performs the more difficult and complex maintenance and construction duties of the work unit, including reading and interpreting construction plans and specifications; provides technical assistance to field crews; coordinates with contractors providing services to the City; performs inspections of construction and maintenance work in assigned areas of responsibility; assists with inspections on private and public improvement projects for adherence to City standards; responds to afterhours callouts as assigned.
- Participates in the development of policies and procedures; recommends programs, projects and work assignments to the Director of Public Works/City Engineer; assigns work to assigned crews; monitors work activities to ensure safe work practices, work quality and accuracy; coordinates and provides ongoing safety training programs; ensures compliance with applicable rules, policies and procedures; establishes performance goals for crews and individual employees; participates in the selection, training and evaluation of maintenance personnel; assumes responsibility for motivating

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and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate.

- Develops and maintains short and long range maintenance schedules for the water distribution system; assists in the development of cost estimates for implementation of maintenance programs; maintains tracking systems for all work.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents which may include time sheets, work orders and inventories; prepares statistical and/or analytical reports on operations as necessary; plans, assigns and directs field construction; participates in budget preparation and monitors approved budgets; prepares project cost estimates; orders supplies, tools and materials; participates in the equipment procurement process; monitors and controls supplies and equipment.
- Responds to the more difficult questions and concerns from the general public, contractors and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within the unit.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**
Practices, techniques and materials used in maintenance, construction, repair or operation of water distribution systems; operating characteristics and safety requirements for operation of trucks, construction vehicles and other heavy and light equipment; defensive driving; principals and practices of administering a budget; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**
Plan, organize and direct the work of subordinate staff; supervise and direct the operations and activities of the water distribution system in the Public Works Department; estimate time, materials and equipment needed to complete projects; read and understand plans and specifications; coordinate and conduct training programs for staff; respond to issues and concerns from the community; respond to afterhours call-outs and live within a thirty minute response time of the downtown City area within three months of employment; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skills to:**
Safely and effectively operate a variety of maintenance and construction equipment, tools and materials; operate an office computer and applicable software.

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