

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Water Services Manager	CLASS CODE: 0527
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	Operations Services Manager	DATE: 7/1/2002

Job Summary:

Administers the Water Division program for the City; manages the daily operations and maintenance; provides leadership to staff and develops the budget for the water division.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Supervises section heads; leads, instructs, assigns and reviews work; maintains standards; acts on employee problems; selects new employees; appraises performance; recommends promotions, termination and salary increases.
2. Plans, organizes, coordinates and administers a consolidated program for the City's water system in conformance with federal, state and local regulations and requirements.
3. Prepares the division's annual budget, including the maintenance management plan, and presents the budget to the Operations Manager and Director for review. Manages the approved budget by monitoring expenditures, ensures maintenance goals are met; makes mid year adjustments as needed.
4. Works with the subordinate supervisors to develop goals for the division and develops work plans for scheduling maintenance activities.
5. Addresses division employee issues such as commendations, grievances, discipline and training. Conducts investigations to determine facts; takes appropriate follow-up actions.
6. Participates in the planning and development of special studies and design improvements for the water treatment plant, water system and other related infrastructure and makes recommendations to city staff and consultants to meet or exceed applicable rules and regulations.
7. Works with subordinate supervisors in developing capital improvement plans for the water system.
8. Represents the Public Works and Water Division on committees, at public meetings, and one-on-one with staff, citizens, regulators, media, contractors, etc.

Important Job Functions

1. Receives and reviews records, reports, plans, documents, charts, graphs, and payments such as operating statements, laboratory reports, technical studies, technical design documents, special reports, flow charts, diagrams, job applications, time sheets.
2. Prepares technical letters, reports, policies and procedures, purchase orders and memos to customers, regulators, elected officials, managers, peers and subordinates.
3. Interacts and communicates with individuals and groups such as the Operations Manager, Director, engineering staff, inspectors, union representative, state and federal officials, other municipalities, consultants, vendors manufacturers, job applicants, departmental staff and other City staff.
4. Attends meetings and various training seminars and conferences as needed.
5. Performs other duties as required by the Operations Manager.

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MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Scientific Calculator
- Automobile
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Engineering or scientific discipline, Public Administration or a related field; and,
Seven to Ten (7-10) years of experience in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Water Treatment Operator III
- Distribution System Operator IV

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Contemporary office practices and procedures and office software products.
- Administration, design and function of water treatment process, distribution. and related system operations including applicable local, state and federal laws, ordinances and regulations.
- Principles of supervision, organization and administration.
- City standards and policy manuals, Oregon Health Department regulations, EPA and OSHA regulations.
- Literature, trends and developments in the water industry.
- Tools, equipment and installations used in the water industry.
- Preparation of required federal, state and local reports.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Maintain positive public image for the City.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

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Physically able to:

- Sit, keyboard, read, write, hear and speak for extended periods.
- Bend, kneel, or stoop.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.