

**City of
EDMONDS
Washington**

WATER/SEWER MANAGER

Department:	Public Works – Water/Sewer	Pay Grade:	NR-15
Bargaining Unit:	Non Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	Public Works Director

POSITION PURPOSE: Under administrative direction, plans, controls and directs the operations of the City's municipal sanitary sewer and water distribution systems and related maintenance, repair and construction activities; protects the public health in the supply of water and disposal of sewage flows to the wastewater treatment plant.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages, coordinates and reviews the work of assigned staff; assigns work activities and coordinates schedules, projects and programs, provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Supervises, coaches, trains and motivates staff; coordinates and/or provides staff training; manages the employment and hiring process and employee relations for assigned area; manages the workflow and prioritization of assigned projects.
- Takes appropriate corrective action when necessary; provides advice and counsel to staff; develops or assists with developmental work plans for staff and makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Manages, administers, maintains and oversees assigned budgets including making recommendations to the annual budget, monitors expenditures; identifies needs and reviews and approves reports, purchases and payments according to established policies and practices.
- Makes recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies.
- Plans, controls and directs the operation, maintenance, repair and construction activities for the municipal sanitary sewer and water distribution systems and related facilities.
- Develops and implements operational procedures and policies for the division; plans the daily and long-term activities, maintenance and repair functions associated with the City's water/sewer systems.
- Responds to customer inquiries, vendors, staff and others regarding operational problems and needs.
- Directs and responds to emergencies as appropriate to resolve problems, investigate accidents, prepares periodic reports and maintain records, logs and other documentation related to operational requirements and maintain assets sheets.
- Works with engineers to design, inspect and monitor construction jobs for water and sewer; updates and reviews City's Construction Standard Details; monitors and inspects the City's construction projects and developer extension projects.

JOB DESCRIPTION

Water/Sewer Manager

- Maintains the Department of Health Permit operating in the green category; keeps maps updated for water and sewer utilities; plans, researches and makes purchases for equipment and tools needed.
- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork.
- Performs work within scope of authority and training and in compliance with policies and quality standards.
- Monitors assigned operations and assure compliance with Federal, State and local regulations and policies; interprets policies and procedures and assures the consistent application of rules and regulations.
- Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence; attends and participates in professional group meetings.
- Maintains awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate and assigned.

Required Knowledge of:

- Operations, services and activities of a City Public Works Department.
- Municipal water and sewer system construction, maintenance and repair and related methodologies.
- Tools and equipment used in the water and sewer system maintenance and construction.
- Uniform Plumbing Code, AWWA Standards, Department of Health, Department of Ecology and other federal state and local laws, codes, rules and regulations related to assigned activities.
- Construction standards.
- Health and safety standards, rules and regulations.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Record keeping, report preparation and presentation techniques and practices.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, methods and techniques.

Required Skill in:

- Planning, scheduling and overseeing the maintenance, repair and construction activities of municipal sanitary sewer and water distribution systems and related facilities.
- Operating and maintaining the City water distribution and sewage collection system.
- Protecting the public health in the supply of water and disposal of sewage flows to the wastewater treatment plant.
- Planning and organizing work and meeting schedules and time lines.
- Interpreting and applying applicable federal, state and local policies, laws and regulations.
- Establishing, tracking and maintaining accurate files and records.
- Monitoring and practicing safe work practices.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.

JOB DESCRIPTION

Water/Sewer Manager

- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Compiling and preparing a variety of records, files and reports.
- Principles of business letter writing.
- Work independently with little direction.
- Developing and monitoring departmental and program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing.
- Supervising, leading, coaching and using best management practices to improve staff performance; delegating tasks and workload assignments.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates Degree or Vocational Training in Public Works Construction, Water Distribution, Sanitary Systems or related field and six years of experience in water distribution and sanitary sewer collection maintenance, repair, and construction activities that includes three years of staff supervisory and budgetary responsibility; preferably in a municipal or public sector environment; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

State of Washington Driver's License with CDL class A with airbrake and tanker endorsement.

Water Distribution Specialist Certification.

Certification as Water Distribution Manager III.

Wastewater Collection Specialist III.

Flagging Certification.

First Aid/CPR Certification.

Cross Connection Control Certification.

Other certifications/licenses may be required within a specified period of time after hire.

Must be able to successfully complete and pass a background check.

Other Requirements:

Ability to pass a mandatory drug test upon conditional job offer.

WORKING CONDITIONS:

Environment:

- Outdoor work environment.
- Driving a vehicle to conduct work.
- Constant interruptions.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a variety of equipment and power and hand tools.
- Standing or otherwise remaining in a stationary position for extended periods of time.
- Walking or otherwise moving over rough or uneven surfaces.
- Bending at the waist, kneeling or crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.

JOB DESCRIPTION
Water/Sewer Manager

- Heavy physical labor.
- Lifting/carrying or otherwise moving or transporting heavy objects.

Hazards:

- Contact with angry and/or dissatisfied customers.
- Working in hazardous traffic conditions.
- Work in and around trenches and confined spaces.
- Working around and with machinery having moving parts.
- Adverse weather conditions.
- Fumes from paints and solvents, cement, hot asphalt and sealers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____