

**Title:** Manager of Water Distribution  
**PG:** 60  
**Status:** Civil Service  
**Position Reports to:** Assistant Director of Water Utilities  
**Department:** Water Utilities/Water Operations

**Class Code:** 2101  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is highly responsible supervisory and administrative work directing the operation, maintenance, and construction of the City's water distribution system. Work is performed with considerable independence under the general administrative direction of the Assistant Director of Water Utilities. Work is evaluated by appraisal of the division's effectiveness, efficiency of operation, and conformance to departmental goals and objectives.

**ESSENTIAL FUNCTIONS:**

1. Responsible for maintaining efficient water services.
2. Initiates standards and priorities for all work performed in the distribution system construction and maintenance, including water mains, valves, hydrants, meters, service connections, fire lines, back-flow prevention devices and related activities.
3. Installs distribution system additions/expansions and supervises staff in developing work schedules, purchasing materials, coordination of installation with developers and other utilities.
4. Directs the assignment of work orders, oversees work to completion through field supervisors, inspections, and management reports.
5. Reviews engineering designs and makes comments necessary to ensure the integrity of all transmission and distribution facilities for current development and future planning.
6. Oversees the development and maintenance of all water distribution records and prepares required monthly reports necessary for the efficient operation of the system.
7. Maintains training and safety requirements to ensure a safe working environment for all distribution employees.
8. Assists data operations to provide management data associated with system construction and maintenance activities.
9. Directs preparation and administers annual water distribution budget.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Extensive knowledge of materials, methods, practices and equipment used in design, engineering, construction and maintenance of water distribution systems.
2. Thorough knowledge of the principles and practices of water utility management health and safety requirements.
3. Ability to plan and direct various labor operations.
4. Ability to maintain records and prepare reports.
5. Ability to establish and maintain effective working relationships with co-workers, other city employees and the general public.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

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**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with a degree in Civil, Mechanical or Sanitary Engineering, Business, or Management.
2. Four (4) years of experience in water distribution system operations or engineering.
3. Two (2) years of experience in a supervisory or administrative capacity.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level three (3) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.