



## **DEFINITION**

Under administrative direction from the Director of Operations and Maintenance, plans, schedules, directs, coordinates, and reviews, through subordinate supervisors, the operation and maintenance of the District's water distribution system; provides oversight and direction to the meter repair shop, cross connection control program, and warehouse operations; establishes and revises operating methods and procedures for the division and coordinates distribution system activities with the Water Supply and Production Division, Facility Maintenance Division, and the Engineering Department; prepares the annual budget request for the division, estimating staffing, materials and equipment needs; monitors and controls unit expenditures after budget adoption; and performs related work as required.

## **DISTINGUISHING CHARACTERISTICS**

**Distribution Maintenance Manager** is a single-position mid-manager classification. Under administrative direction, within a framework of overall goals and objectives, the incumbent manages all operations related to the installation, repair, and maintenance of the District's water distribution system and has programmatic responsibilities that include oversight of the meter repair shop, cross connection control program, and warehouse operations. Responsibilities are broad in scope and require leadership and independent judgment on issues that are complex, interpretive, and evaluative in nature.

This classification is distinguished from other managers within the District by specific responsibility for managing the staff and activities of all operations related to the installation, repair, and maintenance of the District's water distribution system. This classification is distinguished from the Director of Operations & Maintenance in that the latter is a department head with overall administrative responsibility for all operations and maintenance activities of the District and provides direction to this classification.

## **TYPICAL DUTIES**

### **TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Establishes division's construction and maintenance programs and priorities to meet department goals and objectives; establishes and revises operating methods and procedures and coordinates distribution system activities with the Water Supply and Production Division, Facility Maintenance Division, and the Engineering Department.
- Recommends policies and procedures and as appropriate, implements changes to improve construction and maintenance activities.
- Plans, directs, and evaluates construction and maintenance staff activities; maintains employee morale and productivity and ensures employee safety.
- Directs the selection and evaluation of assigned staff and provides for the technical training and professional development of staff.

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- Develops, reviews, and evaluates the division's work and the effective use of personnel within the division for conformity with objectives.
- Plans and schedules, through subordinate supervisors, major construction and maintenance projects performed by field forces; initiates preventive maintenance programs.
- Reviews engineering plans and specifications to identify and correct design problems prior to installation and extension of pipelines and advises engineering representatives of same.
- Prepares the annual budget request for the division; estimates staffing, materials and equipment needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves requisitions for purchase of materials or supplies.
- Monitors expenditures involving customer initiated or on-going work projects and reports on notable variances; utilizes computerized system to manage and track work orders and their completion; reviews, as required, total expenditures involved in District customer and monthly expense jobs and prepares a written explanation on any variation.
- Visits work sites to maintain effective communication, monitors progress on major projects, observes working conditions, and manages emergencies.
- Investigates and takes appropriate action on inquiries from water consumers.
- Participates in employee relations activities within the division; oversees administration of discipline and resolution of grievances; may serve as member of District's labor negotiations team; ensures proper administration of labor agreements within the division; meets and confers with employees and/or Union representative(s) on employee relations issues.
- Interviews and hires new employees; plans and evaluates the performance of supervisors and staff; establishes performance requirements and personnel development targets; regularly monitors performance and provides coaching for performance improvement and ongoing development.
- May represent the division, department, and/or agency to other agencies as required by job responsibilities and/or as delegated.
- Performs other related work as required.

## **REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:*

### **Education and Experience:**

Possession of a Baccalaureate degree from an accredited college or university with a major in engineering, business, or a related field; and six (6) years of progressively responsible experience in the installation, operation, and maintenance of a water distribution system, including three (3)

years of lead experience and completion of at least 75% of the District's Leadership Skills Training Program. Supervisory experience strongly desired. One (1) year of supervisory experience may substitute for completion of the District's Leadership Skills Training Program.

If not previously completed, completion of the District's Leadership Skills Training Program is required following hire.

**Knowledge, Skills, and Abilities:**

Knowledge of: principles, practices, equipment, materials, and standards used in the installation, repair, and maintenance of a water distribution system; principles and practices of effective employee supervision and personnel management; techniques for effective budgetary control and administration; methods used to achieve efficient utilization of materials, equipment, and human resources in the operation and coordination of the work activities of multiple field crews; pertinent federal, state, and local laws, codes, and regulations; OSHA regulations and safe work practices and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: plan, assign, and coordinate work involving the installation and repair of water distribution facilities and related office activities; exercise good judgment in emergency situations; plan, assign, and supervise the work of subordinate staff; read and interpret blueprints and specifications; conduct investigations and studies of work programs and identify possible operating and procedural improvements; interpret and apply information, choose among alternative courses of action and develop effective recommendations; understand and implement laws, regulations, policies, and procedures; maintain detailed and accurate records; prepare clear and concise routine and special written reports; perform essential duties of the job without causing harm to self or others; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Additional Requirements:**

- Must possess a valid driver's license and have a satisfactory driving record.
- Must possess a Water Distribution Operator Grade 4 certification issued by the California Department of Water Resources.
- Must obtain a Water Distribution Operator Grade 5 certification issued by the California Department of Water Resources within 24 months of appointment.
- Must obtain a Cross Connection Specialist certification within 24 months of appointment.
- Progression through the salary range will be predicated on the attainment of the required certifications and licensure listed here.

**Working Conditions/Physical Requirements:**

On a daily basis, the essential duties of this classification are performed in an office environment and require the ability to: sit for extended periods of time at a desk in front of computer screen; use a telephone, computer keyboard and other standard office equipment; use finger dexterity and hand strength to perform simple grasping and fine manipulation; speak to verbally provide instruction and information in person and on the phone; hear to receive verbal detailed information and instruction; see at arms length to twenty feet with a good field of vision; intermittently twist to reach equipment or supplies surrounding the desk; and frequently lift and/or carry objects weighing up to 20 pounds and occasionally up to 55 pounds.

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Occasionally, the essential duties of this classification are performed outdoors under various climatic and geographic conditions in an environment with exposure to high frequency and constant noise, dust, allergens and other environmental irritants and around moving vehicles and equipment. These activities require the ability to: use feet and hands to operate a vehicle and to walk, bend and stoop when visiting and monitoring field work activities.

Revised: 09/14, 02/21

Approved: \_\_\_\_\_  
Human Resources/Risk Manager