



Water Distribution Manager

Application Deadline: Monday, September 30, 2019

Apply Online: <http://www.moline.il.us/109/Employment>

Hours: Monday – Friday, 7:00 a.m. – 4:00 p.m.

Salary: \$70,772.42 - \$99,082.05 Annually

Characteristics of the Job

Manages and coordinates the activities of the water distribution section in support of policies, goals and objectives established by the Utilities General Manager by performing the following duties personally or through subordinate employees. Work is performed exercising independent judgment within the guidelines of established policies and goals.

Examples of Duties Other duties may be assigned.

Plan, schedule, and direct the operation and maintenance of the water distribution system.

Manage skilled and semi-skilled employees engaged in the operation and maintenance of the water distribution system. Issue and interpret work orders and assign duties to employees.

Hire, transfer, suspend, lay off, recall, promote, discharge, direct, evaluate, reward and discipline employees; adjust employee grievances; or recommend any of these actions.

Develop standardized work procedures consistent with parameters set by the division manager to improve the efficiency of subordinates.

Inspect work areas to determine type of work required and materials and equipment to be used.

Ensure that the responsibilities, authorities and accountability of all direct subordinates are defined and understood.

Provide timely, accurate responses to requests for services and information.

Develop budget estimates based on anticipated needs and administer assigned budget accounts related to operating and maintenance supplies associated with the distribution system.

Prioritize and make recommendations for water distribution system capital improvements.

Prepare operational reports, cost analyses, specifications and documentation of progress toward stated goals and objectives of the water division.

Provide training and work instruction to employees on the work performed, the equipment used and safety procedures.

Promote communication and adequate information flow.

Prepare legal and highly confidential information, including information related to collective bargaining.

Work cooperatively with Utility Billing and Customer Service Manager to ensure the proper maintenance of manual and computerized record systems, maps, locational records, and water distribution related portions of Geographical Information System (GIS).

Ensure that all activities and operations are carried out in compliance with local, state and federal regulations and laws and conformance to acceptable standards and practices.

Explain, apply and enforce city and department policies and labor contract provisions.

REQUIREMENTS

Training and Experience

Associate's degree or equivalent from a two-year college or technical school, including course work in civil engineering technology and/or plumbing or mechanics and four years of progressively responsible experience in the water industry specializing in distribution maintenance, some of which shall have been at the supervisory level; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

Thorough knowledge of acceptable practices and standards related to management of water distribution systems; knowledge of the laws and regulations that impact the work performed and supervised.

Excellent skill in public, employee and labor relations and in maintaining effective working relationships; skill in researching, compiling and analyzing information; preparing reports and multitasking; using Microsoft Outlook, Word, Excel, Access, and PowerPoint, GIS and maintenance management programs.

Ability to maintain absolute confidentiality of the materials and situations encountered on the job; define problems, collect data, establish facts and draw valid conclusions from circumstances involving several variables where only limited standardization exists; read, analyze and interpret documents such as policies, procedures, regulations, laws, and labor agreements; effectively present information to and respond to questions from a variety of audiences ensuring comprehension; calculate fractions, decimals and percentages; interpret a variety of instructions in written, oral, picture or schedule form; write reports, business correspondence and procedure manuals; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations

- Class "C" Illinois Potable Water Operators certificate within six (6) months of hire.
- Valid Illinois driver's license or equivalent.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to stand, use hands and fingers to handle or feel, reach with hands and arms, climb or balance and stoop, kneel, crouch or crawl. The employee must be able perform physical activities occasionally at a medium demand level and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee must be able to work under varied weather conditions. Employee is frequently exposed to wet and/or humid conditions, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

EQUAL OPPORTUNITY EMPLOYER