

City of Dunedin, Florida
Class Description

JOB TITLE: Water Distribution Manager
Utilities Department
Water Division

GENERAL STATEMENT OF JOB

Administrative, supervisory, and technical work of a difficult and responsible nature in managing the City's water and reclaimed distribution systems to be in compliance with state and federal regulations. The incumbent is involved in planning, construction, project management, and maintenance of the water and reclaimed distribution systems. Work involves the exercise of considerable judgment and initiative in evaluating distribution system performance and maintenance. An incumbent in this position ensures compliance with federal, state and local regulatory agencies regarding potable drinking water, public and environmental health. The incumbent is responsible for conducting research necessary to overcome operational problems and develop improved processes or procedures in the distribution of the potable and reclaimed water and conveyance from the water treatment plant (potable) and the wastewater treatment plant (reclaimed) in order to improve efficiencies and to minimize sanitary hazards, cross connections or main breaks that could cause system contamination. The incumbent maintains close contacts and coordinates with water treatment plant operations, City management, and personnel who support the operation of the distribution and conveyance operations. Reports to the Director of Utilities or designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Supervises daily water and reclaimed distribution operations, ensuring compliance with all applicable policies, procedures, laws, safety and health regulations.

Responsible for the upkeep, maintenance, repair of the potable and reclaimed distribution system piping infrastructure to ensure compliance with local, state and federal laws, rules and regulations.

Ensures cross connection control equipment, testing, programs and policies are maintained throughout both water and reclaimed water distribution systems.

Responsible for the issuance, rescinding and reporting of Precautionary Boil Water Notifications as required by Florida Administrative Code.

Oversees the maintenance, monitoring and management of the advanced metering infrastructure system and coordinates with the Utility Billing divisions to ensure accurate

and timely billing water services provide to customers.

Assists with the formulating and implementing policies and program objectives for the water and reclaimed distribution systems.

Prepares/reviews/submits periodic and special reports to federal and state regulatory agencies.

Compiles and evaluates data on the effectiveness and efficiency of water and reclaimed distribution systems.

Assists in the preparation of the division's annual budget, special projects, in the preparation of reports, and participates in conferences as required.

Supervises technical and administrative personnel. Supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees and training; acting on employee problems; and recommending disciplinary action. Completes Employment, Annual, Classification, and Performance Probation evaluations, for all subordinates, as per City Policy / Procedures.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Coordinates and/or conducts employee training, including safety training.

Orders and maintains equipment and supplies required for daily operations; ensures the safe handling and storage of materials.

Manages or assists in coordinating construction/rehabilitation projects.

Prepares technical specifications as needed, reviews bid documents, specifications and construction drawings for compliance with all applicable codes and regulations.

Recommends larger purchases providing the correspondence to upper management and the Commission.

Responds to requests for information and complaints from the public in order to resolve complaints or provide information. Provides customer service and promotes positive public relations.

Performs related work as assigned or required.

Responds to emergencies as required: subject to call back.

MINIMUM TRAINING AND EXPERIENCE

Requires five years of experience in public water system management and three years of prior supervisory experience. An Associate's degree in environmental science, engineering or related field is preferred.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Requires a Level 1, Water Distribution License, issued by the Department of Environmental Protection (DEP) or the ability to obtain such licensure within one year of employment with the City of Dunedin.

Requires valid Florida driver's license.

Requires Federal Emergency Management Agency (FEMA) ICS-100, 200, 700 & 800 level certification, or the ability to obtain such certification within 6 months of employment with the City of Dunedin.

This is a Category A position for the purposes of Emergency Management. Employees in this category are to be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies as they pertain to the performance of essential duties of the Water Distribution Manager. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the principles, theories, practices and methodologies of distribution systems and their maintenance and repair, and other fields applicable to the requirements of the position. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to make sound, educated decisions. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce and/or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Proficient in reading and interpreting construction plans and specifications; environmental regulations; maps and geographic information system (GIS) data.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Is able to coordinate division activities with other City departments, consultants, contractors and government/private agencies in order to accomplish goals and complete projects. Is able to supervise, motivate and evaluate the performance of employees. Knows how to maintain effective relationships with personnel, other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment. Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools and/or materials used in performing essential functions. Requires the ability to use, operate and/or handle equipment such as a computer, printer, copier, calculator, telephone, diagnostic/laboratory instruments, small hand tools, etc. Has knowledge of the standard tools, equipment and materials of the trade. Has skill in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment.

Communication Aptitude: Proficient in verbal and written communication in the English language. Has knowledge of proper English usage, grammar, vocabulary and spelling. Requires the ability to use a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units. Is able to read and interpret technical materials such as regulations, GIS maps, plans and specifications pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental or subjective criteria as opposed to that which is clearly measurable or verifiable. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds); some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual, olfactory, depth and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks require exposure to strong odors, toxic/poisonous agents, wetness/humidity, electric currents, machinery hazards and noise extremes.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Janice "Nan" Bennett

Utilities Director

27 JUN 2024

Date