

# City of Watsonville

## Job Description

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**JOB TITLE:** Water Services Manager

**DATE APPROVED:** February 14, 2017

**DEPARTMENT:** Public Works & Utilities

**SUPERSEDES:** Field Services Manager

**REPORTS TO:** Assistant Director and Director of Public Works & Utilities

**SUPERVISION:** Exercises direct supervision over the Water Services Division staff and others as assigned

**EMPLOYEE UNIT:** Mid-Management

**FLSA:** EXEMPT

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### **JOB SUMMARY:**

To plan, organize, direct, coordinate, and supervise the maintenance, operation, construction, repair, and development of City streets, sewers, storm drains, and water distribution system; to develop and prepare operations, and capital improvements budgets. Coordinate Public Works emergency response work and perform related planning.

### **DISTINGUISHING CHARACTERISTICS**

This job class functions at the full supervisory level and requires a thorough knowledge of street services methods, materials, and procedures for ensuring that water mains, hydrants, and service lines are properly installed and maintained.

### **EXAMPLES OF ESSENTIAL DUTIES:**

Duties may include, but are not limited to, the following:

- Plans, schedules, organizes, directs, coordinates, and supervises the maintenance, operation, construction, and development of the City street system
- Supervises and formally evaluates the work of field services personnel
- Prioritizes projects; determines and requisitions needed personnel, equipment, and materials for various projects
- Supervises the use of a variety of heavy equipment including backhoe, dump truck, and compaction equipment, loader, and truck crane
- Supervises the excavation, installation, and repair of main pipelines and fittings; new water mains, hydrants, and service lines; makes various system changes
- Main contact for City's participation with CalWARN
- Is main contact for the City within the County of Santa Cruz, Mutual Aid Agreement
- Reads job plans and organizes work schematics
- Maintains records of work hours, equipment, and materials used on jobs; prepares related reports and correspondence
- Trains employees in safe and proper work methods and practices: confined space, trenching shoring, excavation, and traffic control safety, emergency response events.

- Responds to emergency calls
- Prepares budgets
- Initiates and carries out improvement projects; prepares and administers contracts for minor projects
- Reviews street, water, and drainage plans
- Oversees proper maintenance of equipment and machinery
- Prepares cost estimates and submits final cost reports; oversees maintenance of project costs for work hours, equipment hours, and materials used; prepares other reports and correspondence as needed
- Inspects facilities for proper completion of work assignments
- Performs related duties similar to the above in scope and function as required

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- use of materials, tools, and equipment related to water system construction and maintenance work scheduling systems
- principles and techniques of supervision including staffing, employee development, and planning and organizing work
- methods, materials, equipment, and techniques used in public works maintenance, repair, and construction, particularly as applied to streets, sewer systems, storm drains, and the installation and servicing of water distribution systems
- laws, rules, ordinances, and regulations related to public works maintenance, construction, and repair
- designing, planning, and developing specifications for public works maintenance and construction projects
- long range planning for public works facilities
- principles of budget preparation and expenditure control
- safe work practices

### **Ability to:**

- plan, assign, direct, and coordinate assigned public works maintenance, construction, and repair activities
- direct and inspect the technical details of project completion
- prepare estimates of time, material, and equipment needed to perform projects
- assist in developing specifications and effective recommendations for expansion of public works facilities and ensuring the proper completion of minor contract work
- assist with the preparation of operating and capital improvement budgets and control of expenditures
- research and prepare comprehensive and complete reports
- effectively represent the Public Works and Utilities Department with public groups, other agencies, and organizations as directed
- establish and maintain effective work relationships with those contacted in the performance of required duties
- work from plans and specifications
- train, direct, and formally evaluate the work of others
- maintain accurate schedules and records
- make minor repairs and alterations in equipment
- deal tactfully with the public and private construction representatives

### **PHYSICAL REQUIREMENTS:**

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform required duties
- hear and distinguish various sounds, such as voices of co-workers in noisy environments and sounds of operating equipment
- walk on uneven surfaces
- work outside in inclement weather
- climb up and down ladders and stairs
- grasp with right and left hands
- drive an automobile
- hear adequately to converse on the telephone, radio, cellular phone, and in person
- use a computer keyboard
- intermittently bend and twist to reach equipment surrounding desk, perform minor equipment repairs, and get in and out of a truck

### **TRAINING AND EXPERIENCE:**

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

Ten (10) years of increasingly responsible experience in public works or utilities maintenance, construction, and repair work, with an emphasis on water distribution and/or production including at least (5) years in a supervisory capacity

### **LICENSE & CERTIFICATION:**

- Possession of a valid California Class C Driver's License and a safe driving record
- At a minimum Possession of Grade-IV State Water Resource Control Board Water Distribution Operator Certification
- Possession of a Grade-III State Water Resource Control Board Water Treatment Operator Certification