

TITLE: Water Distribution Manager

WSD/1

DEPARTMENT: Water System Distribution, Fayette County

JOB SUMMARY: This position is responsible for managing the repair and maintenance of the water distribution system.

MAJOR DUTIES:

- o Plans and coordinates the work of personnel.
- o Supervises, manages and directs work crews.
- o Assists crews in the performance of duties as needed.
- o Inspects jobsites prior to, during, and upon completion of projects.
- o Operates heavy equipment.
- o Meets with homeowners, developers, builders, contractors, and public officials concerning projects.
- o Completes employee performance evaluations.
- o Participates in the selection of new employees; approves leave requests; counsels and disciplines employees.
- o Makes budget recommendations to the director.
- o Schedules and assigns work.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of water system distribution installation, repair, and maintenance procedures.
- o Knowledge of the location of water mains, valves, fire hydrants, and services.
- o Knowledge of county policies and procedures.
- o Knowledge of modern office practices and procedures.
- o Knowledge of the meter reading and billing system.

- o Knowledge of computers and job related software programs.
- o Skill in the development and management of annual budgets.
- o Skill in oral and written communication.
- o Skill in the operation of heavy equipment.
- o Skill in planning and meeting deadlines.
- o Skill in coordinating agendas and meeting deadlines.

SUPERVISORY CONTROLS: The Water System Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include federal, state, and local laws; EPD, DNR, Safe Drinking Water, and Service Commission regulations; ADA, HIPAA, Workers' Compensation, and other employment rules, and department operating procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied management and supervisory duties. The variety of tasks to be performed contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to manage the repair and maintenance of the water distribution system. Success in this position contributes to the efficiency of Water System operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, representatives of other municipal systems, state or federal agents, customers, developers, builders, contractors, law enforcement and emergency service personnel, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is performed while intermittently sitting, standing, stooping, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, warehouse, or outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and cold or inclement weather. The work requires the use of masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Water Distribution Crew Leader (2), Administrative Clerk (1), and Water Distribution Maintenance Worker (4).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within

EXEMPT/HIPAA/IWE

the division/department, usually interpreted to require three to five years of related experience.

- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.