WATER SYSTEM MANAGER / ASSISTANT CITY ENGINEER

Definition:

Under general direction manages, organizes, coordinates and supervises the work of the Water System Management Division and Construction Division staff; performs complex engineering work; coordinates right-of-way activities and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Manages, directs and participates in the preparation of engineering design, construction and planning work for the City's water system.

Oversees the Construction Division function.

Plans and administers the City's water quality control, water conservation and water procurement programs.

Manages the selection, training, supervision and evaluation of assigned staff and plans, organizes and directs their work.

Plans the production, storage and distribution of water.

Coordinates with the Orange County Water District and the Metropolitan Water District for the procurement of water and associated rate structures.

Administers the cross-connection program and administers the Water Fund budget.

Manages and coordinates water operation functions with other City departments.

Works with other governmental agencies and water companies on water issues.

Assists the Director of Engineering with the preparation of the department budget, budget monitoring and the allocation of applicable gas tax refunds.

Negotiates and resolves a variety of complex and sensitive Engineering Department issues as assigned.

Prepares technical and financial reports, correspondence, resolutions, contracts and ordinances.

Analyzes legislation and makes recommendations.

Manages professional contract services and inspects construction sites and other projects.

Prepares comprehensive analyses of water revenues, expenditures and fund balances, as well as the water fund budget.

Prepares the Water Capital Improvement Program and makes recommendations on general water rates and rate structures.

Attends and represents the department/City at a variety of meetings and makes oral and written presentations; provides staff support to committees or commissions and organizes and conducts a variety of meetings.

Serves as the Director of Engineering as needed.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Class Characteristics:

Water System Manager / Assistant City Engineer is a single incumbent management position in the Engineering Department responsible for the management of the Construction Division, the Water Engineering Division, including water system planning, quality control, rate setting and engineering and for the safe, efficient and cost-effective administration of a variety of functions. Assigned duties require substantial judgment and initiative.

Contacts and Relationships:

The Water System Manager / Assistant City Engineer establishes and maintains contact with other Engineering Department staff and staff in other City departments. Continuing interaction will occur with other public utilities, water districts and other public agencies as well as the general public and City staff on issues concerning water purchase, rate setting, water facility/quality maintenance and Construction Division issues. Contact with the public will occur during the course of certain work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Municipal water system planning, design and administration.

Civil engineering principles and practices as applied to a municipal water system.

Basic non-water civil engineering theory, principles and practices and their application to a variety of services and activities.

Chemical and physical treatment processes involved in water purification and water system and cross-connection principles.

Design and construction of general public works projects.

Water system financial planning techniques including utility rate structures and capital improvement programming.

Legal aspects and regulations related to the area assigned.

Contract administration related to area assigned.

Effective supervisory and management techniques.

Budgeting methods and procedures.

Computer applications related to area assigned.

Advanced methods of research and analysis techniques.

Methods of making oral and written presentations.

Negotiation and conflict resolution techniques.

AND

Ability to:

Supervise and participate in the preparation of water engineering specifications, plans, reports and contracts.

Supervise and participate in Construction Division tasks.

Review contracts, agreements, plans and work specifications.

Select, supervise, train and evaluate assigned staff.

Plan and schedule the production, storage, distribution and treatment activities of a municipal water system.

Communicate effectively orally and in writing.

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Use a personal computer and applicable software.

Organize and conduct independent, professional research and collect, analyze and interpret statistical data.

Carry out complex assignments with minimal supervision and adhere to multiple deadlines and handle multiple projects.

Analyze situations accurately and take effective action.

Meet the public with courtesy and tact.

Physically inspect water facility and other construction sites.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree from an accredited college or university in Civil Engineering or a closely related field.

AND

Experience:

Six years of recent, progressively responsible engineering experience to include four years of water engineering experience and three years of supervisory experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Registration as a Professional Civil Engineer with authorization to practice in the State California.

The City of Fullerton's Conflict of Interest Code requires that the Water System Manager/Assistant City Engineer file financial disclosure statements in accordance with state and local laws.

Must be able to work flexible and extended hours to accommodate City needs.

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

Valid and appropriate Water Treatment and/or Distribution Operator Certificates at time of appointment and throughout employment in this position are preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors in an office environment and outdoors when inspecting construction sites. Indoor office work requires sitting at a desk or table for periods of time and the use of a computer, keyboard and related equipment. When work is performed outdoors there may be exposure to the elements. The incumbent stands and walks on level, uneven and/or slippery surfaces, kneels, crouches, climbs stairs and inclines, bends, reaches, twists and grasps and may lift and carry boxes of records and other items weighing 30 pounds or less. When inspecting water and other construction sites the incumbent drives a vehicle on City business and may be exposed to construction hazards, equipment and materials to include grease, fumes, dust, machinery and chemicals used in the water industry to include chlorine, ozone and ammonia. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative.

Established July 2006 (Water Division Manager and Assistant City Engineer combined)