



## JOB DESCRIPTION

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**TITLE:** Water Manager  
**DEPARTMENT:** Public Works  
**GRADE:** 18  
**FLSA:** Exempt  
**EEO DESIGNATION:** Professionals  
**REVISION DATE:** 10/25/2017

### **POSITION SUMMARY**

Under the direction of the Public Works Director and/Public Works Area Manager, this position supervises and oversees the work of a crew of water system operators; services and maintains all water facilities and equipment; trouble shoots and repairs electrical, mechanical and telemetry problems; keeps systems up to date and in proper working order; and assigns individual crew members to various aspects of maintenance projects.

### **ESSENTIAL FUNCTIONS:**

- Trains, schedules and supervises regular and temporary personnel and makes recommendations regarding selection, hiring, training, evaluation and corrective action of employees.
- Trains and supervises personnel in the proper utilization and maintenance of equipment to meet normal and emergency conditions. Organizes crew for various assignments; oversees work quality; determines needed materials and equipment; makes field decisions needed to remedy problems and emergencies.
- Assists in developing department operational priorities, goals and objectives, and project schedules.
- Services, operates and maintains all water facilities and equipment; trouble-shoots and repairs all electrical, mechanical and telemetry problems which may occur; keeps systems up to date and in proper working order; and assigns to staff members various aspects of operations and maintenance projects.
- Coordinates Water Division activities with other City departments, contractors, schools, community groups and other outside agencies and/or resources.
- Conducts water sampling for compliance of drinking water standards. Inspects and tests repaired and new water lines for flaws in workmanship, proper working condition and to insure that projects are in compliance with state and city codes.
- Monitors and calibrates equipment for accuracy and record keeping of flow rates, water levels, water pressures, power consumption, equipment status, alarms and communications, responds to emergencies as they arise; inspects and tests any equipment failures, and work completed relative to the water system; inspects and tests equipment facilities and work completed to ensure correct operation and control; performs repairs on minor electrical jobs and problems.



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- Assures compliance with safe working practices and accepted work standards by implementing safety training for division employees on a regular basis.
- Compiles various records, daily work reports, requests for materials and other data required for weekly, monthly, quarterly and annual reports.
- Installs new water lines using a variety of heavy and light equipment and other related tools. Repair old water lines, tear out and repair curb, gutter and street in locating and uncovering broken lines; build meter boxes; build extensions to raise and lower existing boxes as needed.
- Operates and maintains a variety of hand tools and small power equipment.
- Participates in work zone safety procedures; flagging procedures and set-up of warning signs and signalization equipment.
- Searches out shut off valves; water line leaks; assists in placement of pipe, thaws water pipes, repairs or replaces fire hydrants.
- In cooperation with the Public Works Director and/or Operations Superintendent, prepares, monitors and administers the Water Division annual budget. Plans for future purchases and demands of the department and negotiates leases and contracts that are related to the division's operations.
- Ability to manage stress, handle multiple tasks, analyzes issues, solve problems and exercise sound judgment.
- Performs other related duties assigned.

### **MINIMUM QUALIFICATIONS:**

- Must be a high school graduate or G.E.D. equivalent and five to seven (5-7) years experience with water system operations, maintenance, construction, and repair of electrical, mechanical and telemetry systems for the production and storage of water and 2-4 years experience in a lead/supervisory capacity or an equivalent combination of experience and education.
- Must possess a valid Utah Class B commercial driver license (CDL)
- Must possess a Water Distribution Operator Class IV certification from the State of Utah.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of the policies, procedures, equipment, and materials required for effective water system related operations, maintenance and repairs.
2. Ability to communicate effectively with the public under potentially adverse circumstances.
3. Ability to follow city policy, establish priorities, concentrate on tasks accurately, and accomplish duties in a timely manner.
4. Ability to communicate clearly, both orally and in writing.
5. Ability to establish and maintain effective working relationships with supervisors, staff and interact with the general public in a polite and professional manner.



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6. Knowledge of State of Utah driver license rules and regulations.
7. Knowledge of safety practices and procedures.
8. Work experience in some aspects of water system related maintenance and repairs.
9. Working knowledge of construction drawings and specifications; methods of line installation and maintenance; pipe classifications; and trench construction.
10. Physical ability to perform work required.
11. Ability to establish and track operations and maintenance programs and work assignments.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

- Moderately heavy physical activity. Required to push, pull or lift medium-to-heavy weights. Must be able to lift up to 100 pounds. Must drive and sit in uncomfortable positions for extended periods. Constant exposure to traffic hazards, inclement weather, noise, dust, fumes, grease and unsanitary health hazards. There will be frequent exposure to adverse weather conditions, hazardous materials and conditions, high noise levels, odors and dust. Will work in and around heavy traffic.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, hear, and or smell.
- Intermittent exposure to stress as a result of human behavior, time deadlines and working conditions. Unconventional working hours including long shifts, weekends and holidays as needed.

*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.*

*The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*