

**SAN BERNARDINO MUNICIPAL WATER DEPARTMENT**

**DIRECTOR OF WATER UTILITY**

**JOB DESCRIPTION**

Under general administrative direction, to plan, organize, direct and administer the Municipal Water Department programs involving engineering, water production and quality control, geothermal, hydro-generating facilities, maintenance and construction.

**REPRESENTATIVE DUTIES**

Provides courteous and expeditious customer service to the general public and City Department staffs; plans, organizes, directs and administers programs related to engineering, water production and quality control, maintenance and construction; geothermal District heating and hydro-generating; supervises, trains, develops, assigns work to and evaluates the performance of subordinate managerial and supervisory personnel; plans and assigns priorities to engineering projects and studies; reviews and analyzes findings of engineering studies and makes recommendations for water system water treatment improvements and additions in accordance with the Department's master plan; establishes priorities of construction and maintenance projects; directs and monitors the activities involved in the construction, installation and servicing of new and existing water distribution facilities and equipment; assures effective cost and manpower controls through a formal and continuing maintenance management program; directs and monitors the development of methods and time standards applied to individual job and craft tasks performed within the various construction and maintenance sections; reviews and analyzes individual craft performance levels and work output of individual sections and groups; initiates operational changes to effect improvements; directs and monitors the activities involved in assuring the quality and safe and adequate supply of water throughout the Department's water production and distribution system, and the maintenance and repair of the related equipment and facilities; stresses and develops continuing programs for the development of subordinate supervisors and employees; approves personal leave and vacation schedules and makes decision on disciplinary actions for all subordinate personnel; acts as representative of

the Board of Water Commissioners in labor relations matters; recommends personnel hiring, promotions and salary increases; attends meetings of the Board of Water Commissioners and other city, state and federal regulatory agencies; operates Department vehicles; shall report to the General Manager in accordance with Court Order #SCV 33855; and performs related work as required.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from a recognized college or university, preferably with major courses in both engineering and business administration, 5 years of progressively responsible water utility operations experience of which at least 1 year must have been at the managerial level. It is desirable that the individual have a State of California Department of Health Services Water Treatment Operator Grade 5 certificate, a State of California Department of Health Services Water Distribution Operator Grade 5 certificate, and a California Professional Engineer in Civil Engineering license.

Must possess a valid California Class "C" driver's license; Note: For out-of-state applicants, a valid driver's license is required, and a valid Class "C" California driver's license is required within ten (10) days after appointment (Vehicle Code 12504a).

#### **GENERAL QUALIFICATIONS**

##### **Knowledge of:**

Water production, water filtration, water treatment and distribution system design, operation and maintenance equipment and materials used;  
Civil Engineering principles and practices;  
Engineering economics;  
Principles of administration and controls in a utility organization;  
State, county, city, utility and Department organization relationships;  
Public relations techniques.

**Ability to:**

Apply direct engineering principles and practices to the solution of specific engineering problems within the water utility;

Interpret and analyze technical information and make independent judgments;

Plan, organize, administer, coordinate and direct the activities of several major departments and sections and to motivate employees;

Exercise tact and deal effectively with officials and representatives of other jurisdictions, departments and the general public;

Exercise judgment and discretion in applying and interpreting departmental policies and practices;

Exercise a high degree of managerial and administrative skills;

Train and develop subordinates in the principles of supervision;

Operate a vehicle observing legal and defensive driving practices;

Understand and carry out oral and written instructions;

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

Work under moderate stress conditions.

See in the normal vision range with or without correction;

Hear in the normal audio range with or without correction;

Lift up to 50 pounds in normal duties;

Work under moderate or high stress conditions.

Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier.

**ORGANIZATIONAL RELATIONSHIPS**

The class of Director of Water Utility, is the Division head of a major organizational unit of the Department. The Director of Water Utility reports to the General Manager and supervises all staff of the Division directly or through subordinate supervisors.