

TITLE: ASSISTANT MANAGER OF UTILITY SERVICES
24872

CODE:

GENERAL DESCRIPTION:

This is highly responsible utility services management work involving assistance in the direction of utility service construction permitting, water quality preservation and related operations.

Work involves responsibility for assistance in the assurance of utility service construction conformance with District standards and requirements and the prevention of water contamination through backflows and cross-connections. Duties include assisting in supervising the permitting, fee calculation, inspection, cross connection program group, recordkeeping staff and in division administration. This position also has the responsibility for making difficult utility services administrative decisions. This work requires that the employee have good knowledge, skill and ability in water and sewer service construction, water service systems protection and administration.

SUPERVISION RECEIVED:

Works under the general supervision of the Manager of Utility Services.

EXAMPLES OF DUTIES:

Assists in planning and directing program or division objectives. Monitors unit or subactivity work and recommends corrections. Schedules and oversees the work of inspection, cross connection and record keeping operations.

Gathers and analyzes information on division effectiveness and efficiency and recommends operation policies and procedures. Drafts reports. Reviews forms and reports from subordinate units or subactivities.

Assists in developing activity budget and reviews subordinate budgets. Assists in developing capital budgets. Reviews unit and subactivity expenditures and recommendation approvals.

Supplements employee training and counseling. Administers union contract language, oral and written warnings, and researches and recommends higher level discipline. Assists in employee selection, performance evaluation review and reclassification recommendations for utility services technical and administrative staff. Assures safe work practices.

Assists in coordinating division operations and goals with other District functions and government agencies. Assists in coordinating unit and subactivity operations and the personnel, materials and equipment necessary for projects, objectives and programs.

Reviews utility services construction plans for conformance with District standards and requirements, as necessary.

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Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of utility pipeline technology and water service systems principles and practices.

Good knowledge of utility services construction and administration principles and practices.

Good knowledge of public administration principles and practices as applied to a large organizational division.

Considerable ability to communicate orally and in writing and to coordinate complex operational and administrative activities.

Good ability to administer policies and procedures including planning, financial management, routine decision-making, and report development and writing.

Good ability to monitor the work of large work groups.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, and customers.

QUALIFICATIONS:

An associates degree from a recognized college in engineering, construction/technology or a related field plus six years of progressively responsible utility services construction or related experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

None.