

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: MANAGER OF WATER SUPPLY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage reservoir quality, safe, effective and timely water supply management and the management of watershed lands and programs. Work involves directing the operations of reservoirs, lakes, dams, hydroelectric projects, Water Treatment Plant, forestry management, watershed management, recreation activities, patrol force operations, watershed inspection requirements, and related activities. Classification typically reports to Chief Operating Officer.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans and directs the objectives and operations of a medium size division. Reviews reports on unit and sub activity operations and directs corrections. Supervises subordinate supervisors and staff employees.

Analyzes information on division effectiveness and efficiency, determines operating policies and approves operating procedures. Prepares or approves reports.

Develops budgets and reviews subordinate unit or sub activity budgets. Develops capital budget requests. Controls division expenditures within fund allocations and recommends fund transfers.

Counsels employees and supervises training. Administers union contract language, oral and written warnings and suspensions. Recommends higher-level discipline. Interviews job candidates and recommends selection. Reviews employee performance evaluations and reclassification requests and makes recommendations for water supply operators and maintainers and of natural resources staff. Manages and evaluates the Department's safety program.

Coordinates activity or division operations and goals with other District Functions and government agencies. Coordinates unit and sub activity operations and the personnel, materials and equipment necessary for projects objectives and programs.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

Coordinates emergency action response on all water supply area facilities.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in engineering, environmental studies or forestry, or closely related field; supplemented by minimum seven (7) years previous experience that includes natural resources management including 3 years of supervisory and/or managerial experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a valid driver's license.

Must obtain a Class 3 Water Treatment Plant Operator's Certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks involve regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks may risk exposure to animals, wildlife, and/or traffic hazards.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.