

**MOUNTAIN REGIONAL WATER
JOB DESCRIPTION**



Job Title: Water Distribution Manager

Effective: ~~11/2022~~ /2025

Department: Distribution

Pay Grade: 21

GENERAL PURPOSE

To provide managerial leadership to the District's Distribution department and oversees all activities related to the operation of the distribution system. Promotes the continuous improvement of department operations.

SUPERVISION

Receives direction from the Director of Operations.

Directly supervises Water Distribution Lead Technician(s) and indirectly supervises the Distribution Water Technician(s).

ESSENTIAL JOB FUNCTIONS

Under the guidance of the District's Director of Operations, provides leadership, direction, and managerial oversight to the Water Distribution department staff.

Directs, schedules, and supervises the daily activities of the Water Distribution department including the maintenance, and replacement activities of the District's distribution system including water mains, appurtenances, control valves, storage facilities, and sources such as wells and springs.

Manages distribution system hydraulics, directs the Distribution Lead Technician regarding shutdown and recharge procedures and operational adjustments to optimize system operation and water quality.

~~Responsible for the~~ Assists with the compliance of the District's Distribution system as it relates to

Utah's Division of Drinking Water requirements.

~~Responsible for all water quality compliance testing as required by Utah's Division of Drinking Water. Understands and manages testing schedules, directs sampling needs to District staff, manages compliance test result database, coordinates with Division of Drinking Water staff as required.~~

Assists in the coordination of the District's investigative sampling program. ~~Engages as a member of the District's water quality team,~~ Provides input and recommendations related to water quality of the District's distribution system.

Leads the District's preventative maintenance program for all distribution system assets.

Reviews detailed maintenance records ensuring the District's asset management system is kept up to date with repair and maintenance activities.

Maintains distribution system integrity; oversees water loss reduction activities.

Oversees new infrastructure inspections and ensures compliance with District construction standards.

Recognizes system deficiencies and provides recommendations for capital improvements.

Leads Water Distribution department related procurement activities.

Regularly communicates department status and needs to the Director of Operations. Establishes and manages project timelines. Keeps staff apprised of project status, project needs, and project goals.

Provides input to the Financial Management department regarding budgetary needs and conducts oversight over the department's annual budget.

Maintains Operation and Maintenance (O&M) manuals and ensures the water distribution system is maintained in accordance with manual recommendations. Promotes and trains staff regarding modern industry best management practices.

Engages in the development of Water Distribution department staff including the development of a Lead Water Technician program with other District leadership staff. Regularly mentors and makes training opportunities available.

Participates in the recruitment, hiring, and training of the Water Distribution operations and maintenance personnel.

Participates in the performance evaluations of assigned personnel.

Thorough understanding of the Utah Division of Drinking Water rules that pertain to the functions of the Water Distribution department and an ability to articulate them to the department staff.

Directs Water Distribution operations to ensure that the facilities maintain compliance with all regulatory requirements.

Supports the District's safety program within the department; ensures personnel follow safety practices in work methods and procedures; enforces proper safety procedures while working in dangerous situations. Educates employees on rules, regulations, codes, safe work habits and potential hazards presented by their work.

Reviews and comments on construction plans, specifications, submittals and contract correspondence as deemed necessary.

Understands basic electrical systems and directs basic electrical repairs.

Prepares specifications and repair cost estimates for larger distribution system repairs or revisions. Coordinates contractor schedules for system repairs and revisions with operations criteria and staff availability as determined by the Director of Operations.

Responsibility to support after-hour emergencies such as mechanical failure of equipment, emergency shutdowns, and other emergencies.

Maintains telephone and radio communications, handles emergency calls and public calls and reports same to supervisory personnel when necessary.

Monitors security surveillance systems of District facilities.

Helps to coordinate operations with neighboring utilities and water users.

Collaborates with industry peers through local interaction, conferences, and other means.

Oversees spare parts inventory necessary for the distribution system.

Performs other duties as directed by the Director of Operations.

EDUCATION AND EXPERIENCE

Required

- Graduation from high school or GED equivalent

- Six years of increasingly responsible experience in water utility operations and maintenance, including three years of experience working with water distribution systems and booster pump stations.
- Completion of Utah Water System Operator certification: Grade IV Water Treatment and Grade IV Water Distribution within six months of hire
- Obtain Utah State Commercial Driver's License (CDL) within six months of hire
- AWWA's Effective Utility Management seminar within one year of date of hire
- 60-minute response time while on-call

Preferred:

- Associate's or Bachelor's Degree in related field
- Active Utah Water System Operator's Certification(s) and Utah State CDL
- Active Utah Class I or II Backflow Technician Certification
- Experience in the management of drinking water systems and facilities

KNOWLEDGE, SKILLS, AND ABILITIES

Working Knowledge of: Principles, practices and methods of operating drinking water distribution systems. Local, state and federal laws and regulations pertaining to the production, treatment, storage and Distribution of potable water, including the Safe Drinking Water Act and relevant EPA and Utah Division of Drinking Water and Department of Health Regulations. Proficient understanding of Supervisory Control and Data Acquisition (SCADA) systems. Depth of knowledge in mechanical, electrical, and hydraulic systems. Arithmetic and basic mathematical calculations (formulas associated with water systems). Standard OSHA safe work practices and safety equipment related to the work. Modern office procedures, methods and computer equipment including word processing and spreadsheet software applications. Principles and practices of employee supervision, including training, work evaluation and discipline. Vendor relations techniques. Emergency response procedures.

Ability to Supervise and participate in the operations of equipment and processes commonly found in a potable water distribution system and distribution facilities. Plan, organize, supervise, assign, work schedules and evaluate the work of subordinates. Lead, evaluate and provide guidance to staff and provide for their training and development. Read and interpret technical illustrations, blueprints, maps, plans, specifications, wiring and pneumatic diagrams. Analyze complex operational problems; evaluate alternatives, recommend and/or implement effective courses of action. Develop and recommend policies and procedures related to assigned operations. Learn and understand the District SCADA system and the relationship to District operations. Manage emergency shutdowns of the distribution system. Organize, set priorities and exercise independent judgment within areas of responsibility. Communicate effectively both

orally and in writing and give clear written and verbal instructions. Maintain records and files. Subject to 24-hour emergency callback and may require working overtime, varying hours, weekends and holidays.

WORK ENVIRONMENT

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Environment: May be required to work in inclement weather, including sun, cold, snow and rain; wear protective apparel, including goggles, face protectors, respirator, noise insulator, apron and shoes; work on a overtime or call-back basis; work around hazardous material and substances and work in confined spaces. Some positions in certain assigned areas are exposed to extreme heat, humidity, and noise; explosive hazards of gasses; mechanical and electrical hazards of machinery; fumes, odors and dust from excavation and construction.

Physical: **FREQUENT** walking, standing, sitting, downward flexion of neck, side-to-side turning of neck, lifting below and at waist level of tools weighing up to 25 lbs., including carrying of these tools up to 300 feet. **OCCASIONAL** bending and stooping, squatting, reaching above and at shoulder height, kneeling, balancing above ground, pushing/pulling, twisting at waist, upward flexion of neck; lifting objects weighing 26-75 lbs. from below waist to above shoulder level either with or without assistance and transporting for distances up to 25 feet; lifting of objects weighing over 75 lbs. and with assistance transporting for distances less than 10 feet; manual dexterity to operate computer keyboard, grasp writing materials; strength to grasp hand and power tools. **INFREQUENT** crawling, climbing, lifting of objects weighing 26 lbs. to over 100 lbs. from below waist to chest level either with or without assistance and transporting for distances less than 10 feet.

Communication: **VISION** (may be correctable) to see writing, computer input, traffic hazards, field condition and discern small detail differences. **HEARING** for telephone, equipment, back-up alarms, two-way radios and headphones. **VERBAL** ability to converse in person and over telephones and two-way radios. **WRITING** for completion of logs, reports and performance evaluation. **READING** of logs, reports, and computer screens.

This position is considered safety sensitive and is subject to random drug testing.