

**City of Conneaut
Water Distribution Manager
Job Description**

Title: Water Distribution Manager
Classification: At-Will Employee
Department: Water Distribution Department
Reports To: Water Treatment Superintendent
FLSA Status: Exempt
Salary: \$50,000.00 - \$57,495.00 DOQ

Summary: This position is responsible for overseeing the maintenance and construction of the City's Water infrastructure. The Distribution Manager will work as a part of the pipefitting crew to maintain equipment at the Distribution garage, pump stations, and water storage tanks. The Water Distribution Manager is also responsible for scheduling repairs and preventative maintenance to vehicles, pumps/motors, fire hydrants, valves, equipment, and/or any other assets necessary to perform the duties of the department. Must be able to keep track of inventory, assist in planning of water projects, and train the crew to perform all of the duties handled by the department. Must be available for after-hour call outs in emergency situations.

Essential Duties and Responsibilities: Including but not limited to:

- Prepares, plans, manage, specification, and estimates of construction projects.
- Prepares and monitors project schedules and project budgets.
- Ability to communicate effectively, both orally and in writing. Responds to questions and concerns from the general public; provides information as is appropriate and resolves service complaints.
- Coordinates with other departments/county agencies, federal, state, consultants, contracts and the public.
- Plans, organizes, directs and oversees the staff and activities of the water distribution department.
- Experienced in project bidding process, planning, and conducting pre-bid meetings and pre-construction meetings for capital improvement projects.
- Ability to communicate with contractors and inform them of requirements concerning construction scheduling, progress reporting, safety measures and quality control procedures. Inspects work performed by contractors on various contracted projects.
- Train employees on all safety procedures and ensure that they are followed at all times, including wearing the appropriate personal protection equipment, watching out for the safety of co-workers, as well as use of trench boxes and other safety equipment

- Repair/replace water mains in accordance with OEPA laws and regulations
- Repair motors, pumps, and valves at pump stations throughout the City
- Construct new water mains, install and/or repair fire hydrants, and assist in planning water construction projects
- Maintain vehicles and equipment; clean, inspect and repair City vehicles and equipment including preventative maintenance
- Perform hot taps to the City's water mains
- Perform road repairs as necessary
- Lead the pipefitting crew in remedial actions during emergencies
- Operate and train the crew on various machines, heavy equipment, and vehicles, including, but not limited to, backhoes, dump trucks, snow plows, excavators, boring equipment, hot tapping machines, front end loader, and any/all equipment owned, leased, rented, or under the control of the City of Conneaut
- Enforce City policies
- Perform pipefitting functions as the responsible, on-site foreman
- Other duties as assigned

Minimum Experience/Qualifications: Bachelors of Science degree from an accredited college or university preferred. Must have a high school diploma or equivalent; an Environmental Protection Agency Certification Class II Water Distribution License is desirable or the ability to obtain same within three years, extensive knowledge of water distribution systems along with five (5) years of progressively responsible experience in management and the ability to supervise various aspects of distribution; must possess a valid Ohio driver's license and maintain an acceptable driving record; variable frequency controls, PLC and telemetry knowledge and knowledge of controls is desirable.

Language Skills

Ability to read and interpret documents such as safety rules, plans, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the City. Must be able to direct and lead the pipefitting crew efficiently and professionally to perform assigned tasks.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute flow rates, retention times, water volumes, chemical dosages, and/or any other functions of pipefitting for water supply.

Reasoning Ability

Ability to apply understanding of water supply principals to carry out instructions. Ability to deal with problems encountered during emergencies to facilitate the proper repair of water mains, fire hydrants, and taps.

Computer Skills

Basic computer skills with common software such as, Microsoft Word, Microsoft Excel, etc... as well as any additional hardware or software acquired by the City. Ability to use the City's meter reading software, laptops, handhelds, and/or any other new hardware, software, or technologies acquired by the City.

Other Skills and Abilities

Must be able to learn and incorporate any new technologies, vehicles, or equipment acquired by the City as they become available, to perform any/all services provided by the City. This includes, but is not limited to, new equipment, tools, heavy equipment, vehicles, software, processes, procedures, chemicals, training regimen, etc... as directed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands or arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to work in a ditch while performing the above mentioned duties. The employee must be able to frequently lift and/or move 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and depth perception.

Work Environment

While performing the duties of this job, the employee is regularly exposed to water main breaks, soaking wet environments, deep mud, fumes or airborne particles, vibration, deep trenches, and loud constant noises from equipment, vehicles and trucks. The employee is frequently exposed to wet environments during frigid weather conditions. The employee is occasionally exposed to toxic or caustic chemicals, and risk of shock.