



City of South Bend

Vacancy Announcement

Post Date: Friday, October 18, 2019

Closing Date: Until Filled

DIRECTOR OF DISTRIBUTION (WATER)

Category: Full Time
Department: Public Works/Utilities/Water Works
Reports To: Director of Utilities/Assistant Director of Utilities
Shift: 8:00 am-5:00 pm, Monday-Friday. Hours may vary, including evenings and weekends, based on departmental need.
Pay Rate: \$70,000-\$80,000/yr. (Exempt)
Position: SUMMARY

The Director of Distribution will direct and oversee the overall operations and maintenance of the City's drinking water distribution system.

SUPERVISION EXERCISED

- Direct reports-Manager of Construction and Maintenance, Manager of Meter Service, Manager Service Line Repair, Engineering Aide, and Distribution Records Drafter
- Support the operation & maintenance activities of the Utility Department in the distribution system.
- Accountable to direct and support the 24-hour operation of the distribution system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by this position. Other duties may be assigned as reasonably expected.

- Actively support the mission statement of the City and the Utility.
- Respond to emergency situations related to water infrastructure.
- Assist with hiring, training, team building, and evaluation of water personnel.
- Recognize good work performed by employees; recommend employees for promotion.
- Look for and make recommendations for improvement.
- Follow the City's progressive discipline practices as necessary.
- Assume administrative duties; time cards, vacation schedules, overtime assignments, record keeping and reporting as necessary.
- Confirm appropriate manpower for each planned job to assure appropriate skills composition of each assigned crew or individual for effective work execution.
- Participate in weekly coordination meetings to ensure that each week's scheduled activities are mutually agreed upon and have the right priority.
- Ensure that good housekeeping and safe work practices are followed.
- Actively lead safety and information sharing meetings.
- Identify and provide training for staff.
- Write SOP's and provide technical assistance and expertise to management on how best to operate and maintain the treatment equipment.
- Support the maintenance and development of water distribution GIS data.
- Provide timely progress reporting to management on all performance data with regular updates on relevant issues.
- Participate in the budgeting process.
- Actively use maintenance management software for service requests, work order review, parts ordering and inventory.
- Oversee the meter service personnel and practices.

- Make recommendations for continuous improvement of the processes and systems used in operation.
- Ensure that all contact with customers is adequately documented in the customer service software.
- Interact with customers regarding water related service issues.
- Ensure that all EPA and IDEM regulatory requirements and standards are consistently met for operating the distribution system.
- Oversee the Water Service Line Repair program.

NON-ESSENTIAL/MARGINAL FUNCTIONS

- Assume additional responsibilities as directed or as delegated.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / QUALIFICATIONS

- High School Diploma, or equivalent.
- Bachelor's degree in Public Administration, Environmental Sciences, or Sanitary Engineering is preferred.
- Five years of increasingly responsible experience in water, wastewater, environmental services or utility operations and maintenance is preferred.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Strong interpersonal and problem solving skills.
- Strong communication skills, both written and oral.
- Strong computer and software skills; Microsoft Office Suite and Microsoft Project.
- Knowledge of EPA and State of Indiana water regulations.
- Strong operations background with specific technical knowledge of water systems.
- Strong analytical skills.
- Ability to be a team player.
- Ability to be self-reliant and able to lead change.
- Ability to be self-motivated and work with very little direction and oversight.
- Leadership skills; must be able to plan and direct the work of others.
- Operational knowledge of electrical, mechanical, pumps principles, and related equipment.
- Must be physically capable of performing the position duties and working in adverse weather conditions.
- Must perform all job functions with honesty and professionalism.
- Must interact with co-workers fairly and with impartiality.
- Must have excellent communication skills in order to communicate with vendors and the City of South Bend Accounting Department; interact with co-workers and the public with tact and diplomacy.
- Must be able to document personnel records.
- Must be able to read, write, and interpret O & M Manuals.
- Must be able to work around open and unprotected water.
- Must be able to climb elevated storage tower.
- Must have knowledge of operation, repair and maintenance of water system equipment.
- Must wear steel toed boots and winter wear as well as approved safety equipment as needed.
- Must be available for emergencies 24 hours per day.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License required.
- Must have, or receive as soon as practicable, a State of Indiana Distribution System-Large Certification.
- Certification will need to be maintained for as long as employment with the City of South Bend is desired; other certifications may be required as the demands of the department evolve

EQUIPMENT

Vehicle, computer, telephone, copier, small & large hand tools, electronic troubleshooting and calibration equipment, various safety equipment, valves, motors, pumps, and various other process control and maintenance equipment.

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 frequently required to stand, climb, walk, talk and use hands to fingers, handle or feel objects, tools or controls. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required in this job include; vision, and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a standard office setting and in the field. Some exposure to noise, duct, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions. The employee will work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at will employer.

TO APPLY

All applications for currently posted positions can be submitted online at www.southbendin.gov/jobs or at the application kiosks: 12th floor of the County-City Building (227 W. Jefferson Blvd.); Martin Luther King Jr. Recreation Center (1522 W. Linden); or O'Brien Fitness Center (321 E. Walter St.).

REQUIRED

Pre-Employment Drug Screen