

# Urbandale Water Utility

## Job Description

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**Job Title:** Distribution Manager

**Department:** Water

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**Type:** Full Time

**Salary/Pay Rate:** \$102,643.00 - \$153,967.00

### **GENERAL SUMMARY:**

Under the general direction of the General Manager, performs a variety of administrative and management duties in planning and coordinating the activities of the Operations, Distribution, and Engineering Divisions for the Utility; performs related work as required.

### **ESSENTIAL JOB FUNCTION:**

- Has direct responsibility of the water distribution system including meters, booster stations, storage facilities, valve and hydrant maintenance, and water mains.
- Assists in the preparation, review, and monitoring of the annual operating and capital budget.
- Reviews engineering plans for construction of water mains in new subdivisions, CIP projects, and rehabilitation projects for compliance with UWU adopted design standards
- Oversees water distribution modeling to ensure effective design and optimize system performance for all customers.
- Plans, coordinates, and oversees the design and construction of CIP projects (e.g. water towers, pump stations, ASR wells, etc.); selects, monitors, and evaluates consultants for CIP projects; may prepare engineering design, bid documents, and RFP's for CIP projects as necessary.
- Works with engineers, contractors, developers, and City of Urbandale personnel to coordinate construction projects.
- Responds to general public inquires regarding water utility records, construction projects, and water service.
- Attends various meetings such as, but not limited to, UWU Board meetings, CIWW Technical Committee meetings, and construction project meetings (preconstruction, utility coordination, etc.)
- Coordinates and confers with state and federal regulators on a wide variety of topics and activities, including all water quality testing requirements to ensure compliance.
- Assists in the selection, supervision, training and discipline of employees.
- Oversees the development and implementation of the Utility security measures and policies and determines actions required for various emergency situations.

- Oversees purchasing and repairs of computer equipment and communicates directly with contracted IT personnel.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Has authority to hire outside contractors.
- Ensures proper maintenance of buildings, grounds, and equipment.
- Responsible for the purchase of field-related capital equipment.
- Supervises, counsels, and reviews performance of field personnel.
- Acts as a liaison between field and office personnel when necessary.
- Receives and resolves customer complaints regarding pressure, water quality and other distribution concerns.
- Oversees daily operations and coordinates emergency operations.
- Performs additional duties as required to maintain effective and efficient operations of the Utility.

**SKILLS:**

- Proficiency with PC's and computer software applications such as, Microsoft Outlook, Word, Excel and Power Point.
- Ability to prioritize, schedule and route daily work.
- Ability to record and maintain accurate records.
- Must possess excellent human relation skills.
- Ability to communicate and use interpersonal skills to interact with co-workers, supervisor, the general public, etc., to sufficiently exchange or convey information and to receive work direction.
- Ability to take initiative.

**EDUCATION/EXPERIENCE:**

- Bachelor's degree from an accredited college or university in civil, environmental, or closely related field of engineering preferred; three years of experience in water utility operations; or an equivalent combination of education and experience.

**LICENSES/CERTIFICATIONS:**

- State of Iowa Professional Engineer license, or ability to obtain licensure within one year preferred.
- Grade III State of Iowa Certification in water distribution, or the ability to obtain certification within one year.
- Grade III State of Iowa Certification in water treatment preferred .
- Must have a valid State of Iowa Driver's License and a good driving record.

**PHYSICAL DEMANDS:**

- Frequently lifts up to 10 pounds and occasionally lifts 25 to 50 pounds.

- Occasionally works in a variety of environments such as construction sites, roadways and exposure to typical Iowa weather.

**Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.**