

WATER SERVICES MANAGER - 9602
TASK LIST – 2023

1. Plans, assigns, directs, coordinates, and reviews, through subordinate managers and supervisors, the design, construction, installation, operation, maintenance and repair activities of water facilities, including trunk lines, water mains, regulator stations, water meters, and other LADWP water facilities in order to ensure efficient operation of the water system.
2. Plans, organizes, and directs, through subordinate managers and supervisors, the development and implementation of safety and training programs in order to maintain compliance with safety rules and regulations.
3. Directs the preparation of the budget of a major division in the Water System, formulates staffing levels, and reviews and authorizes budgetary requests submitted by subordinate supervisors in order to allocate funding, provide adequate resources for projects, and justify expenditures.
4. Develops division goals, objectives, work methods, procedures, and performance measures in order to set departmental standards.
5. Confers with and advises executive management and elected officials and recommends solutions for complex and sensitive problems pertaining to operations, programs, finance, personnel, equipment, supplies, and physical facilities in order to ensure efficient operation and compliance with departmental and safety rules and regulations.
6. Meets with outside governmental jurisdictions/agencies, City departments, and private agencies in order to effectively and persuasively present information to City commissions; and the City Council and its committees.
7. Implements Equal Employment Opportunity and fair hiring practices and policies; and directs and approves the resolution of employee discipline and grievances through subordinate supervisors and managers in order to ensure a fair and equal working environment.
8. Responds to a variety of emergency situations and directs and/or participates in National Incident Management System (NIMS) and Incident Command System (ICS) organizational structures in order to ensure the safe, coordinated, and efficient operation of the Water System.
9. Assists with other duties for training purposes; in order to meet technological changes to lead special projects; and to provide guidance, leadership, or other expertise in a variety of situations.