

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION
WATER SERVICES MANAGER, 9602**

08-09-2012

Summary of Duties: Manages, through subordinate managers and supervisors, the planning, design, construction, maintenance, and operation of waterworks facilities and structures; may act as staff advisor to an Assistant General Manager and/or the General Manager. Employees in this class demonstrate commitment to safety by engaging in activities with the Joint Safety Institute; enforce all LADWP safety policies and applicable federal, state, and local regulations; and support employee training and development. Water Service Managers must apply sound supervisory and managerial principles and techniques in building and maintaining an effective workforce; fulfill Equal Employment Opportunity responsibilities; direct the development, review, implementation, and maintenance of division policies, procedures, work programs, training, and safety programs.

Distinguishing Features: A Water Services Manager (WSM) is assigned duties and responsibilities that are at a higher level than those assigned to other construction and operations managers in the Water System. An employee in this classification is responsible for the leadership of a major division or group of minor organizations; setting priorities, short-term goals and long term goals for a division; and developing strategies to achieve a division's mission. The classification is also distinguished from management-level engineering classifications in that it does not perform engineering duties nor approve engineering plans. The Water Services Manager may manage/supervise lower-level engineering managers, but the primary focus is on management of craft classifications and activities.

Employees in this class ensure that all applicable regulations and LADWP policies pertaining to the safe delivery of water through a water distribution system are adhered to; coordinate with other LADWP organizations to perform investigations and implement procedures that will provide timely notification of customers during distribution events that may have the potential to compromise public health and safety. Incumbents in the class represent Management before various private and public agencies and entities; maintain effective working relationships with labor organizations with all levels of staff throughout various LADWP organizations; participate on Joint Labor/Management teams and committees in support of preventing and/or resolving issues at the lowest possible level.

Incumbents in the class of WSM, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities, including the application of discipline, training, processing and resolution of grievances, evaluation of performance, and administration of Memoranda of Understanding.

Examples of Duties:

- Plans, assigns, directs, coordinates, and reviews, through subordinate managers and supervisors, of the design, construction, installation, operation, maintenance and repair activities of water facilities, including trunk lines, water mains, regulator stations, pumping stations, dams, earthworks, reservoirs, wells, and other LADWP facilities;
- Plans, organizes, and directs, through subordinate managers and supervisors, the development and implementation of safety and training programs;
- 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;
- Develops division goals, objectives, work methods, procedures, and performance measures;
- Makes recommendations for the solution of complex and sensitive problems pertaining to operations, programs, finance, personnel, equipment, supplies, and physical facilities;
- Confers with and advises executive management and elected officials on a variety of difficult problems and/or operational issues;
- Meets other governmental jurisdictions/agencies, City departments, private agencies, and before City commissions, the City Council and its committees, and presents information and reports on actions taken;
- Directs and/or approves the resolution of employee and labor organization grievances;
- Communicates Equal Employment Opportunity information to employees;
- Responds to a variety of emergency situations and implementation and/or participates in National Incident Management System (NIMS) organizational structures; and
- May occasionally be assigned other duties for training purposes, to meet technological changes to lead special projects, and to provide guidance, leadership, or other expertise in a variety of situations.

Qualifications Incumbents must have the following knowledge and abilities:

Knowledge of:

- Procedures, problems, and terminology related to administering the activities of a large division engaged in major Water System facility construction, installation, maintenance, operation, and repair;
- Organization of the LADWP and the functions and interrelationships of its divisions;
- Charter provisions, rules, policies, and safe work practices affecting the operations of the LADWP;
- Fundamental principles of water as related to its transmission and distribution;
- Federal, state, and local regulations pertaining to the safe delivery of water through a water distribution system;
- State certified, competent and qualified to operate or supervise the operation of a Water Distribution system;

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- National Incident Management systems (NIMS) and Incident Command Systems (ICS);
- The laws and regulations related to Equal Employment Opportunity;
- Personnel management, supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
- Intra-agency relations, memoranda of understanding (MOU) as they apply to employee relations and collective bargaining; and
- City personnel rules, policies, and procedures.

The ability to:

- Manage a diverse workforce engaged in complex field and office activities, through subordinate managers and supervisors;
- Plan, organize, and direct the work of a large group of technical, professional, craft, and clerical employees;
- Direct, resolve, and approve budgetary and personnel problems;
- Use sound judgment and take appropriate action in emergency situations;
- Deal tactfully and effectively with elected officials, commissioners, contractors, representative of other utilities, and the public;
- Establish and maintain a work environment to enhance both employee morale and productivity.

Minimum Requirements:

Two years full-time paid experience as a Water Utility Superintendent.

License & Certification:

- A valid California Driver's License may be required.
- A Water Distribution Operator Certification, level D3 or higher, issued by the California Department of Public Health is required, and must be maintained throughout employment in this classification.

Appointments to position in this class are subject to a one-year probationary period as provided by Section 1011 of the City Charter.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.