

Job Class Code: 3400	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to plan and oversee the operation and maintenance of the City’s water distribution system. The class is responsible for planning and assigning activities, training and assisting staff, supervising related operations, serving as technical advisor, and preparing various reports. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Plans and assigns activities for the operation, maintenance, and repair of water distribution equipment including water mains, valves, hydrants, tapping sleeves, master meters.
- Trains and assists staff with the interpretation and administration of work procedures, policies, and rules.
- Supervises and inspects related operations in order to ensure the reliability and dependability of the equipment for water distribution processes.
- Serves as technical advisor to management, engineers, other department personnel, agencies, and outside vendors concerning the water distribution system.
- Prepares and maintains various reports and other documentation including schedules, purchase orders, and employee evaluations.
- Assists with preparing budget and expenditure information, writing specifications, and reviewing bids and plans for contracted work.
- Coordinates water distribution operations with City and State officers.
- Performs related tasks as necessary such as serving as Division Accident Investigator, Division Safety Coordinator and Trainer, and Department Defensive Driving Trainer.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice and makes recommendations based on technical expertise.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs professional level work requiring the application of scientific, engineering, accounting, or managerial methods in the solution of technical or administrative problems; applies extensive understanding of operating policies and procedures to solve complex problems and coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate degree in Engineering Technology, Construction Technology, or a closely related field.
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Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of five years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving. Class A Commercial Driver's License preferred.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.