City of Portland Job Code: 30000655

CLASS SPECIFICATION Water Group Manager

FLSA Status: Exempt

Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, coordinates and directs the programs, activities and personnel of several staff, operations, customer service or maintenance divisions of the Water Bureau; directs the research and preparation of a variety of studies and reports pertaining to the short- and long-range needs and goals necessary for the management and operation of the City's potable water system; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class are responsible for planning, organizing and directing all programs, operations and activities of several of the Water Bureau's divisions. Incumbents are responsible for formulating and developing the assigned divisions' goals and objectives as related to the bureau's overall goals and for directing the day-to-day activities of the assigned divisions. Responsibilities and assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

- 1. Plans, organizes, controls, integrates and evaluates the work of the assigned divisions; with subordinate supervisors and staff, develops, implements and monitors work plans to achieve group mission, goals and performance measures; directs the development of and monitors performance against the biennial group budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
- 2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence
- 3. Provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

- 4. Directs and participates in research and analyses and prepares recommendations and reports pertaining to the operation, construction and maintenance of the City's potable water system, regulatory compliance issues and regulations, capital development, staffing requirements and other technical and management issues.
- 5. Oversees and evaluates the operations of assigned divisions to ensure compliance with federal, state and local laws, regulations and requirements; plans, develops and implements programs, projects and operational changes to comply with existing and new laws, regulations and requirements.
- 6. Monitors, researches and evaluates trends, technological advances and pending legislation affecting the potable water industry or meter reading and collection processes, and assesses their impact on the bureau's current and future operations.
- Directs the maintenance and repair of the water distribution system, facilities and related appurtenances; determines the time, equipment, material and personnel requirements for major construction and maintenance projects.
- 8. Prepares a variety of special and recurring studies and reports; develops recommendations to improve the operations, efficiency and cost effectiveness of the City's meter reading and collection processes, water production, or treatment and distribution system.
- 9. Prepares and submits required regulatory reports to federal and state environmental agencies.
- 10. Directs the improvement of management systems, processes and measurement techniques to improve the operations and effectiveness of assigned divisions.
- 11. Ensures the City's safety program and goals are implemented and carried out in the assigned areas of responsibility; develops and proposes safety requirements.
- 12. Confers with and advises City staff, consultants, engineers and contractors on matters pertaining to assigned areas of responsibility.
- 13. Provides expert technical advice to bureau staff within assigned areas of responsibility.
- 14. Participates in regional, state and national organizations and conferences to stay abreast of trends, developments and technology related to the assigned divisions' programs and operations.
- 15. Addresses civic and other groups regarding division activities and programs.
- 16. Participates in water industry and intergovernmental activities to influence legislation and regulatory changes consistent with the City's interest and needs; represents the City with other governmental agencies, professional organizations and elected officials.
- 17. Represents the bureau before the City Council on matters pertaining to the assigned areas of responsibility.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, theories, methods, practices and techniques involved in the management, construction, maintenance and/or operation of a large municipal water production, treatment and distribution system.
- 2. Federal, state and local laws, codes and regulations pertaining to the management and/or operation of a large municipal water production, treatment and distribution system.
- 3. Principles and practices of operational and CIP budgeting, purchasing and maintenance of public records.
- 4. Knowledge of engineering, management, and administration.
- 5. Research methods and analysis techniques.
- 6. Principles and practices of effective human resource management and supervision.
- 7. Principles and practices of sound business communications.

Ability to:

- 1. Analyze and make sound recommendations on complex management and administrative issues.
- 2. Plan, organize and direct the management and/or operations of a large, complex municipal water production, treatment and distribution system.
- 3. Understand, interpret, explain and apply City policy and procedures.
- 4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
- 5. Represent the City effectively in negotiations.
- 6. Develop and implement appropriate procedures and controls.
- 7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- 8. Exercise sound, expert independent judgment within policy guidelines.
- 9. Establish and maintain effective working relationships with elected officials, all levels of City management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.
- 10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in environmental resources, civil engineering, public or

business administration, or a closely related field; and at least four years of progressively responsible administrative or management experience in the planning and operation of a large municipal water production, treatment and distribution system; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

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 depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02 Class created as a result of Nonrepresented Classification & Compensation

Study, 2000-2002. This class is composed of positions from the following

class(es):

2012 SENIOR ENVIRONMENTAL SERVICES MANAGER Adopted: 01-19-

82; Revised: 05-15-84, 06-01-91

Revised: 07-25-06 Added requirement for knowledge of engineering management and

administration.

01-28-09 Added customer service and collection roles

June 2009 - Change Job Class number from 7598 to 30000655, due to system change.