

## **DISTRIBUTION MANAGER**

### **General Statement of Duties**

Performs responsible technical work managing the County's water distribution system.

### **Distinguishing Features of the Class**

An employee in this class supervises staff involved in providing field customer service to water customers, distribution sampling, and related tasks. Work involved coordinating with the public, installations of water meters, lines, services, hydrants, valves, etc., and maintaining records of materials and work schedule and quality. Other tasks include supervising and participating in repairing water leaks, testing meters, and locating lines for other contractors. Work subjects the employee to environmental conditions, extreme temperatures, construction noise and hazards. The employee's performance is evaluated based on the adherence to schedule and design standards of the work inspected and supervise cost effectiveness, public acceptance and accuracy of records.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks**

- Provides supervision to employees involved in reading water meters, turning service on and off, installing water taps and meters, repairing leaks, repairing hydrants and valves, locating water lines for other contractors and related tasks.
- May serve as Operator in Responsible Charge of the water distribution system including preparing, maintaining and submitting required reports to the state.
- Inspects work in progress by contractors and staff for adherence to design, schedule, materials, standards, and for design practicality; maintains a daily log of conversations, construction progress, observations of work and materials, and other relevant project information.
- Participates in the work of field customer service staff including reading meters, repairing leaking meters and water lines, locating lines for other contractors, investigating customer complaints regarding high bills, taste, odor, etc.
- Operates heavy construction equipment when needed such as back hoes, trenchers, etc.
- Purchases supplies and materials as needed for the work of the division.
- Provides orientation, training, performance coaching, work assignment, and technical guidance to staff.

- Plans and supervises various programs including valve exercising, hydrant flushing, meter replacement and related tasks.
- Cooperates and coordinates with other divisions on heavy workloads, staffing needs, covering for absent employees and other activities.

### **Additional Job Duties**

- Performs related tasks as assigned.

### **Recruitment and Selection Guidelines**

### **Knowledge, Skills, and Abilities**

- Considerable knowledge of construction practices, techniques, materials, and equipment, and the maintenance requirements of equipment relating to water line construction, and other related construction.
- Some knowledge of related engineering practices, specifications, and standards.
- Working knowledge of effective supervisory practices, purchasing, and personnel policies and practices, and safety laws, hazards, regulations and related precautions.
- Considerable knowledge of distribution system regulatory compliance and reporting requirements.
- Some knowledge of County personnel and purchasing policies and procedures.
- Working knowledge of the application of information technology to the work of the division.
- Ability to provide effective employee performance coaching and evaluation motivation, communication, and create high performance work units.
- Ability to read and interpret plans, specifications and blueprints and to compare them with various aspects of construction in progress.
- Ability to detect errors in construction materials and projects.
- Ability to establish effective working relationships with engineers, contractors, construction workers, County management and staff, employees, and the general public.
- Ability to maintain accurate records.

### **Physical Requirements**

- Must be able to physically perform the basic life operational support functions of stooping, reaching, standing, walking, pulling, lifting, grasping, talking, and hearing.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to compile and compute data and statistics, to read and interpret maps, blueprints, and specifications, and to inspect construction work for adherence to standards.

### **Desirable Education and Experience**

Graduation from high school and considerable experience in utility construction work or inspections, including some supervisory experience; or an equivalent combination of education and experience.

### **Special Requirement**

- Certification as a Competent Person in OSHA-required trenching and shoring.
- Possession of Grade B water distribution operator certification issued by the North Carolina AWWA.
- Possession of Cross Connection/Backflow Prevention certification.
- Possession of a valid North Carolina driver's license.

Hyde County  
2012