

DISTRIBUTION MANAGER

Code No.: 3-14-022

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position at the Monroe County Water Authority (MCWA) responsible for the coordination, supervision and satisfactory completion of all installation, maintenance, repair and service work necessary for the operation of the distribution system. The employee is responsible outside of normal working hours on a rotating basis on weekends and holidays periodically for the resolution of system problems related to the operation and maintenance of the distribution system. The employee is also responsible for calls on a twenty-four (24) hour per day basis to review major system problems. The Distribution Manager is required to travel extensively throughout Monroe County Water Authority service area to inspect and review work at various job sites. The employee reports directly to, and works under the general supervision of, the Director of Operations with latitude allowed to exercise independent judgment in planning and assigning tasks. General supervision is exercised over department personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Reviews and advises on the planning and scheduling of installation, maintenance, repair and service work through Supervisors of Distribution;

Establishes project work priorities as needed;

Reviews activities of contractors working in MCWA area to assure MCWA underground facilities are protected; assists in preparation of charges when damage does occur;

Coordinates activities of water system maintenance personnel with Design Section, and contractors on major projects such as developments and fire protection service relocation;

Makes hydraulic calculations relating to systems operations;

Checks major installation and repair projects at the job site;

Spot checks performance of Foreman of Distribution, Distribution Maintenance Mechanics, Distribution Servicemen and other Distribution Management Office personnel;

Reviews anticipated usage requirements to establish proper inventory levels of parts, tools and supplies for Distribution Management Office with the Warehouse Supervisor;

Coordinates distribution activities with other departments;

Secures necessary permits from appropriate government agencies for installation of new services and hydrants and repair work in streets and highways;

Represents MCWA on the Utilities Coordinating Commission;

Reviews and/or prepares Annual Employees Evaluation Reports;

Prepares the Annual Distribution Section Budget;

Prepares various special reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of distribution system operation and maintenance practices; good knowledge and understanding of appropriate safety practices; good knowledge of the cause and effect relationship between customer water service problems and general distribution system operations; good knowledge of supervisory practices and techniques; good knowledge of hydraulics as it applies to water system operation; good knowledge of water system design; good knowledge of hydrant flow test procedures; ability to plan and supervise work programs involving a large number of people; ability to establish and maintain good working relationships with others; ability to recognize and enhance the public relations aspect of the operation; ability to prepare budgets; ability to follow written and oral instructions; ability to work in inclement weather; ability to enter and work in confined and restricted spaces including subgrade facilities; tact, courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering or Civil Technology, plus six (6) years of full-time paid or its part-time equivalent experience in supervising or performing underground water distribution system installation and/or maintenance, at least two (2) years of which must have involved the supervision of staff; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Civil Engineering or Civil Technology, plus eight (8) experience as described in (A) above, at least two (2) years of which must have involved the supervision of staff; OR,
- (C) Ten (10) years experience as described in (A) above, at least two (2) years of which must have involved the supervision of staff; OR,
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADDITIONAL INFORMATION:

Depending on work locations, may be required to meet medical standards necessary for the use of a respirator and the use of self-contained breathing apparatus.

REVISED: August 13, 1987
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