

**CITY OF MANASSAS, VIRGINIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: DISTRIBUTION & COLLECTION MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/management work within the Collection and Distribution group, assisting the Assistant Director in operation and maintenance of the City's Infrastructure which delivers potable water to customers and collects wastewater for delivery to appropriate wastewater treatment plants.

ESSENTIAL DUTIES

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: Develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; interviews potential candidates and makes hiring recommendations; assists with or completes employee performance appraisals; recommends promotions, discipline, termination and salary increases; and trains staff in operations, policies, procedures.

Plans, programs and implements complete maintenance repair and construction processes: Oversees work involving water supply, sewage collection, water and sewage pumping, water storage tanks, water and sewer transmission, distribution mains, and related facilities: Coordinates installation of new line extensions, pump station upgrades and Infiltration and Inflow rehabilitation.

Plans, allocates, tracks, reports, and monitors time, people, equipment, budgets, and other resources for the City to ensure efficient organization and completion of work.

Coordinates field work: Provides support and works with departments' field supervisors and other personnel such as Customer Service, Engineering, and Water Treatment.

Assists in department budget preparation: Manages department budget; approves vendor invoices; recommends equipment and materials for purchase within operating budget; identifies and recommends projects for CIP budgets; and develops cost estimates for construction and maintenance projects.

Performs special assignments as requested: Researches and prepares reports and projects; develops and implements programs; presents technical data to management; and assists with and/or manages emergency situations.

Coordinates/assists in coordinating shutdowns and other construction activities associated with development projects with other departments and/or divisions; coordinates maintenance and construction work with supervisors; provides technical assistance and data analysis; and coordinates installation of new line extensions, pump station upgrades and I/I rehabilitation.

DISTRIBUTION & COLLECTION MANAGER

Implements construction, maintenance, and operations activities to provide quality water distribution and sewage collection systems.

Develops and coordinates preventative maintenance schedules for water distribution and sewage collection systems: Supervises routine preventative maintenance work; and supervises flushing, cameras, and valve interface program entry into the City's GIS system.

Responds to concerns from customers related to the water/sewer systems by phone, in person, or in writing; researches/evaluates situations; determines responsibility; explains situation/decision to customer; and schedules/coordinates corrective action if necessary.

Oversees the safety of all unit personnel in the performance of their duties; conducts monthly safety meetings and daily briefings.

Directs after-hours emergency efforts in repair of collection and distribution systems to provide 24-hour/day response and service to customers.

Maintains time sheets, overtime, leave, review, and approval.

Responsible for understanding overall strategy and direction of the City of Manassas and communicating that message to direct reports and employees in area of responsibility.

Attends appropriate meetings with county, state, and federal agencies as consultant.

Performs general administrative/clerical duties as required, including preparing reports and correspondence, entering and retrieving computer data, attending meetings, reviewing correspondence, and responding to phone calls and e-mail.

Orders supplies, materials and equipment for the division: Meets with vendors to become knowledgeable of new and current products.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's Degree in related field required; supplemented by five (5) years experience in water and sewer operations and/or service; or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities for this position. Must possess and maintain a valid Virginia CDL driver's license. Must hold all required licenses and certifications.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

DISTRIBUTION & COLLECTION MANAGER

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Requires the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, or bright/dim lights.

The City of Manassas, Virginia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.