

## **Distribution Manager**

Performs administrative and supervisory duties involved in the operation, maintenance and management of a Water Distribution System. This includes overseeing the maintenance, repair, water main service installations, reading of water meters manually or electronically and the accounting functions and billing procedures for the providing of water services; Coordinate, plan, supervise and direct the construction and maintenance of water mains and services; supervises the water distribution staff and equipment maintenance operations.

### **Essential Functions :**

- (LODR) Licensed Operator Direct Responsible charge person will run the distribution system in the capacity of Licensed Operator Direct responsible charge.
- Direct, coordinate, plan, and supervise the activities of workers engaged in the installation, construction, and maintenance of water services, including repair, expansion and relocation of water distribution.
- Supervises the water distribution system and equipment maintenance operations
- Directs activities of staff/supervisor who oversee installation, maintenance, and repair of water distribution.
- Periodically inspects field projects to confirm conformance to specifications
- Meets with homeowners, developers, builders, contractors, and public officials concerning projects.
- Evaluates new developments in materials, tools, and equipment to recommend or deny purchase.
- Prepares budget estimates based on anticipated needs.
- Supervises the establishment, development, and execution of work and procedures for the construction, maintenance, repair, and inspections of water service installations.
- Takes the lead in developing the work program, organization, and operational procedures for the inspection, maintenance, repair, and construction of water installations.
- Develops plans for effective use of available funds, personnel, equipment, and materials.

- Supervises the preparation of department fiscal reports, current and delinquent water bills, records of consumer accounts, and other financial reports.
- Receive and respond to complaints and requests for repairs and takes remedial action
- Directs the opening and closing of streets, tapping of water mains, pipes, gates, hydrants, and valves, and the installation of new mains and appurtenances.
- Utilizing Advanced metering Infrastructure (AMI) to optimize operations, administration and infrastructure for water utility systems.
- Handle customer issues effectively and courteously
- Conduct staff meetings and instruct staff in safety procedures
- Provides the necessary training to staff in work related matters
- Complete employee evaluations and make recommendations for job performance improvement
- Inspect meter boxes, lids and meters to ensure proper maintenance and functionality
- Perform repairs for orders replacement of meter boxes, lids and meters as needed
- Ability to give assignments and instructions to workers engaged in water facilities repair and maintenance activities.
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- Will insure proper function of the water distribution system in a manner that meets or exceeds the State and Federal standards for compliance with regulatory requirements
- Responsible for the timely and accurate submission of all required reports and ensuring ACMUA staff properly document all repair and maintenance activities
- Identify and prioritize capital equipment and repair needs in a five-year plan
- Answer QA/QC on the facility distribution operation system
- Implement safety program and training
- Assist with the Water Quality Accountability Act
- Develop and implement programs for valve exercise, fire hydrant maintenance and replacement
- Knowledge of the uses of varied types of specialized tools and equipment
- Does other related duties as required.

## KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of water system distribution installation, repair, and maintenance procedures.
- Knowledge of the location of water mains, valves, fire hydrants, and services.
- Knowledge of state policies and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of the meter reading and billing system.
- Knowledge of computers and job related software programs.
- Skill in the development and management of annual budgets.
- Skill in oral and written communication.
- Skill in the operation of heavy equipment.
- Skill in planning and meeting deadlines.
- Skill in coordinating agendas and meeting deadlines.

## Core Competencies

- Communicates Effectively – Demonstrates ability to listen and express oneself effectively and shares information as appropriate for the position needed to perform the job effectively.
- Conscientiousness – Expresses the motivation to perform one's job in a careful, thorough way that adheres to the standards of honesty and integrity.
- Customer Focus – Demonstrates a concern for satisfying both internal and external customers and builds collaborative relationships with customers and stakeholders.
- Interpersonal Savvy – Demonstrates the ability to effectively coordinate with others to achieve goals and solve problems by maintaining flexibility and open mindedness.
- Problem Solving/Drive for Results – Demonstrates the ability to find solutions to complex problems and consistently achieves results, even under tough circumstances.

## Position Competencies

In addition to the core competencies, these key competencies are expected to be demonstrated by each employee in this position:

- Creating a Positive Work Environment – Treats people with respect, encourages teamwork, and expresses confidence in people's ability to master their roles.
- Decision Making and Judgement – Makes timely, informed decisions that take into account the facts, goals, constraints, and risks.

- Ethics and Integrity – Earns others’ trust and respect through honesty and professionalism by adhering to a set of core values.
- Planning and Organizing – Coordinates ideas and resources to achieve goals in daily tasks.
- Safety and Security Focus – Adheres to all workplace safety and security policies, standards, and practices.
- Water Distribution Systems – Knowledge of operating, calibrating, maintaining, trouble-shooting, and diagnosing system-specific infrastructure components and equipment.

### **Supervisor Competencies**

In addition to the core and position competencies, these supervisor competencies are expected to be demonstrated by this position:

- Developing Others – Develops people to meet both their career and the organization's goals while creating trust and a positive work environment.
- Ensures Accountability and Manages People’s Performance – Holds self and others accountable to meet commitments, complete tasks, manage performance, and provide timely feedback to meet expectations.
- Strategic Mindset – Understands the business by using a strategic and global perspective to make complex decisions, explore innovative solutions, and build networks to make the big picture attainable.

### **EXPERIENCE:**

Five (5) years of experience in the maintenance, operation, and repair of a water distribution.

Three (3) years of which shall have been in a supervisory capacity.

The candidate must possess a valid NJDEP W-4 Water Distribution License for the position

Computer knowledge – Word, Excel, PowerPoint, (Microsoft Office Suite) etc.