

Distribution Manager (Promotional) Tompkins County

Department: Town of Ithaca
Classification: Competitive
Approved: 0
Revised: 3/94; 10/96; 4/00; 12/11; 4/14; 6/17
By: AF, Commissioner of Personnel

PROMOTIONAL QUALIFICATIONS:

No later than the final filing date announced, the candidate must currently hold, and have continuously held, at least one year of competitive class status in the title of Assistant Distribution Manager **OR** three years of competitive class status as a Distribution Operator with the Southern Cayuga Lake Intermunicipal Water Commission/Town of Ithaca.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

Possession of a valid Grade D Distribution System Operator Certification from the New York State Health Department at the time of appointment, or must obtain such certification within 6 months of appointment. Certification must be maintained throughout the duration of employment.

Possession of NYS Building Code Inspector certification from the New York State Department of State, or must obtain such certification within 18 months of appointment. Certification must be maintained throughout the duration of employment.

Possession of a valid NYS driver's license, with a standing acceptable to the Commission's insurance carrier, at the time of appointment or within 30 days of appointment. Must maintain license throughout the duration of employment.

Possession of Backflow Preventer Tester certification from the New York State Department of Health, or must obtain such certification within one year of appointment. Certification must be maintained throughout the duration of employment.

The physical ability to lift and routinely handle weights up to 50 pounds is required. A physical performance test may be required after a medical examination but prior to appointment.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for directing, planning and supervising the customer service, water system maintenance and repair, inspections, code compliance evaluation, meter reading and record-keeping activities of the Southern Cayuga Lake Intermunicipal Water Commission. The incumbent is responsible for the safe and efficient operation and maintenance of the Bolton Point Municipal Water System (BPMWS). The Distribution Manager (DM), under minimal direction of the General Manager, exercises considerable autonomy and independent judgment. The DM is responsible for supervision over the Distribution Department staff. The incumbent will perform other related duties as required.

TYPICAL WORK ACTIVITIES (including but not limited to):

- Oversees the operation, preventive maintenance and repair of the BPMWS;
- Trains, directs, reviews, leads, and supervises all personnel and activities of the Distribution Department;
- Evaluates the performance of team and individual personnel including completion of written performance appraisals;
- Acts as Safety Coordinator for the Commission;
- Oversees Cross Connection Control program and the activities of the Backflow Administrator;
- Maintains department records including operation and maintenance, cost statements and department activities (e.g., maps, curb cards, customer and project files); prepares and submits monthly reports to the General Manager;
- Recommends transmission and distribution system improvement and replacement projects;
- Recommends priority of construction projects and methods of construction;
- Determines the need of new or replacement facilities, equipment or materials;
- Compiles cost figures and prepares, assembles and administers annual budgets for the Distribution Department;
- Recommends department organizational changes and implements procedure improvements as developed or discovered;

- Assures the achievement of department and Commission organizational goals and objectives;
- Provides comments following reviews of plans and specifications for planned system replacements and improvements;
- Assists the Production Department in the monitoring of pump, valve and SCADA equipment used to ensure adequate transmission and distribution of potable water throughout five municipalities;
- Recommends formal actions to the General Manager on team and individual personnel issues;
- Observes and directs the inspection and testing of water main and water service connection installations, including pressure and disinfection testing;
- Assures compliance with federal, state and local codes and standards regarding plumbing installations;
- Follows and enforces safety rules, general work habit regulations, and workplace expectations;
- Attends Committee and Commission meetings, some of which are during non-regular hours, and provides information to Commissioners at such meetings;
- Performs daily maintenance and care on vehicles and other equipment used;
- Represent the Distribution Department at meetings, to other commission departments, member municipality staff, other outside agencies and customers;
- Maintains a teamwork atmosphere while coordinating Distribution department activities with other commission department staff;
- Provides leadership in maintaining good and effective public relations;
- Operates computers for administrative and operational purposes;
- Available for emergency response as an essential staff member;
- Performs all activities appropriate to the successful operation of the BPMWS.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the latest practices used and equipment required in the operation and maintenance of transmission and distribution systems, including a practical understanding of water system hydraulics;
- Thorough knowledge of the principles and practices of leadership and supervision;
- Thorough knowledge of various residential, commercial and industrial plumbing systems;
- Familiarity with the principles and applications of physics, chemistry and biology as they relate to a Type IA conventional water treatment plant, water quality and system operations and construction;
- Possesses a detailed knowledge of the BPMWS and sewer collection systems;
- Ability to plan, train, organize and supervise the work of others;
- Ability to read and interpret engineering plans and specification;
- Ability to establish and maintain effective working relationships with Commissioners, other public officials, contractors, engineers, architects, lawyers and the general public;
- Ability to lead and supervise the operation of pumps, valves and related mechanical, electrical, instrumentation and control equipment;
- Ability to lead and coordinate regular and emergency repair and maintenance operations to the BPMWS;
- Ability to understand, administer, and assist in the enforcement of federal, state and local codes and standards such as plumbing codes and water industry standards;
- Ability to interpret and evaluate the adequacy of engineering reports, maps, details and plans related to water system operations and construction;
- Ability to operate computers for administrative and operational purposes;
- Must possess a mechanical aptitude and the knowledge and skills necessary to make repairs;
- Ability to communicate effectively by being clear and concise, both orally and in writing;
- Ability to apply good judgment and be accurate with all work products;
- Willingness to keep up-to-date as a Distribution Manager and continuously improve performance;
- Committed to a team approach to problem-solving;
- Ability to accurately create legible records;
- Ability to meet deadlines while performing in an unsupervised atmosphere;
- Must be customer service oriented with an ability to maintain interpersonal relationships;
- Performs duties in a cooperative, courteous and professional manner;
- Possesses good oral and written communication skills;
- Alert, observant, reliable, and dependable;
- Must maintain a neat and presentable appearance
- Must practice safe driving and work habits;
- Ability to get along with others utilizing tact and courtesy;
- The employee's physical condition shall be commensurate with the demands of the position, including the ability to routinely lift and handle weights up to 50 pounds.

