



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102 Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: call 7-1-1 or 800-253-0191

WATER RESOURCES MANAGER PUBLIC WORKS DEPARTMENT

POSTING DATE: February 1, 2016

RATE OF PAY: \$29.3531/hr

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: February 22, 2015

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 20

UNION: NON-UNION

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for providing overall leadership direction and technical expertise to programs and work crews associated with both the distribution and metering systems. This includes repairing leaks, water main, service and fire protection installation.

ESSENTIAL JOB FUNCTIONS:

- In conjunction with the Assistant Director DPW Water Resources, plan and monitor the progress of day to day operations and long term programs.
- Determine priority levels of work such as but not limited; input to the development and implementation of capital improvement plan, leaks, main & service installation, fire protection installation and annual hydrant flushing program.
- Assist the Assistant Director DPW Water Resources with programs and evaluation of programs.
- Develop bid specifications, for a variety of specialized equipment and purchases, as well as bid out yearly contracts.
- Provide estimates for new or repairs of water mains, services and their appurtenances.
- Initiate purchase orders in the current computerized system as needed.
- Compile cost projections to maintain needed inventory and submit informational reports as required for compliance with budgetary mandates.
- Maintain, train and ensure current technologies industry standards are directed to staff.
- Oversee contractual and crew confirming pipe depth, proper materials, ensuring worksite safety meets the City standards.
- Review construction blue prints that confirm to the water resources requirements on types of materials, location of lines, pressure testing and disinfecting.
- Coordinate and ensure water sample Bacterial Test.
- Schedule work for Working Foreman to cover a full work week. Ensure materials and equipment is available in advance. Reschedule work as needed as emergencies arise. Maintain other task list to fill in for work that may be cancelled for any number of reasons.
- Plan job sites and identify city departments not limited to Fire Department, Police Department, CCTA and emergency dig safe as needed.
- Perform recordkeeping, administrative functions, and extensive involvement with users and /or the public in day to day operations.
- Participate in the hiring process through interviews and evaluate performance during probationary period.
- Responsible for employee development and investment including recommended training.
- Complete discipline as necessary as outlined in the AFSCME contract.
- Complete annual performance reviews.
- Select and assign qualified employees and supervise and coordinate these employees in the completion of these tasks.
- Negotiate and resolve conflicts between crews and management.
- Maintain accurate, up-to-date knowledge of division and department goals from briefings with the department director; solicit feedback from crews, initiate communications with and offer feedback to management.
- Facilitate daily safety meeting and ensure the City Safety Manual is followed. Review up- dates VOSHA and DOT Traffic Standards.
- Act as "Ambassador" for DPW, carrying out work in a manner consistent with Department Mission and Vision.
- Assure Division adherence to quality standards established by department procedures, City regulations and state and industry standards.
- Identify and coordinate truck servicing with Fleet Manager.
- Oversee the completion of work order including billing functions and solve related problems as required.
- Schedules and coordinate maintenance crews; review time cards, vacation time and on-call list.
- Solves problems related to field conflicts and participate in fieldwork, including but not limited to monitoring of daily job progression.
- Coordinate with the Street Maintenance Manager and Assistant Director DPW Maintenance Division to ensure snow plowing volunteers as required by AFSCME Contract.
- Operate all Division equipment as needed.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- High school diploma or equivalent. Five (5) years of related experience with leaks, main installation, water service estimates with at least three (3) years in a supervisory role.
- Vermont State Operator Classification, Class D or equivalent required y to obtain certification within one (1) year of date of hire required.
- Demonstrated knowledge of current technologies of Water Distribution System.

- Ability to communicate via email and utilize Customer Service Request System
- A valid Vermont CDL Class A license required within 1 year from date of hire required.
- Ability to research, cost estimates and purchasing of specialized equipment required.
- Knowledge of departmental, divisional, City and state policies, procedures and regulations affecting area of assignment.
- Ability to inspect work projects for adherence to specifications, divisional procedures and other pertinent regulations and codes.
- Ability to Negotiate and resolve conflicts between crews and management.
- Knowledge of supervisory practices and the ability to accomplish work through others.
- Knowledge of administrative practices and the ability to provide required written reports and documentation.
- Ability to communicate effectively orally and in writing with supervisors, staff, subordinates, governmental and industrial representatives, and the general public.
- Demonstrated ability to forecast and plan long range division maintenance and repair projects and the ability to recommend long range construction and improvements projects in area of assignment.
- Ability to create and maintain an environment that embraces the 6 operating principles: Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit a cover letter, resume and City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.