

JOB TITLE: DIRECTOR OF DISTRIBUTION

Under the general direction of the CEO/General Manager, plans, directs, and coordinates those activities concerned with the distribution system including, but not limited to construction, maintenance, field customer service, and metering, long term planning, and the utility's permanent records.

ESSENTIAL FUNCTIONS:

- Directs and controls the construction, maintenance, and field operation of the department.
- Directs and coordinates the operation activities to obtain optimum use of equipment and personnel.
- Develops and executes operating, construction, and maintenance procedures in accordance with Marshalltown Water Work's policies and procedures.
- Develops budget, projects, schedules, and cost estimates for capital and non-capital areas to maintain those responsibilities as assigned to the department.
- Recommends personnel actions such as promotions, discharges, and disciplinary measures.
- Responsible for cost and production of the department. Recommends measures to improve work methods and equipment performance to increase efficiency.
- Assists with the design additions and renewal projects for the distribution and meter systems.
- Develops specifications for materials and equipment for the utility.
- Supervises the maintenance of records, maintenance of meters, documenting meter repairs and installation.
- Supervises the construction of addition and renewal projects for the water production facility with the assistance of the Director of Water Production.
- Reviews and coordinates work of engineering technicians.

ESSENTIAL REQUIREMENTS:

- Two year degree in civil engineering technology or construction management.
- Must possess a valid Iowa driver's license and have a good driving record.
- Knowledge of basic principles and practices of design, operation, and maintenance of a water utility system to include wells, water treatment plant, distribution system, booster pumping stations, and storage facilities.
- Knowledge of materials, appurtenances, and hydraulic analysis of water distribution system.
- Knowledge of operation and maintenance of CADD and GIS systems.
- Ability to interpret plans and specifications.
- Ability to provide work direction and advice to inspection and drafting personnel.
- Ability to communicate verbally and in writing, which includes: advising inspection personnel; coordination with private developers and engineers; and responding to public concerns.
- Ability to maintain confidentiality of company records.
- Valid State of Iowa Grade II Water Distribution License within 8 months of being eligible for the exam and no later than 38 months of appointment.
- Shall obtain a Grade IV Water Distribution license from the state of Iowa upon eligibility.
- 96% Minimum attendance.

ESSENTIAL PHYSICAL DEMANDS:

- Occasionally climbs and descends stairs and ladders.
- Occasionally works in confined spaces.
- Occasionally handles up to 50 lbs.
- Ability to differentiate machine operation sounds.

ENVIRONMENTAL CONDITIONS:

- Normally inside building.

- Occasionally exposed to adverse weather conditions.
- Occasionally exposed to traffic and machine noise.
- Occasionally exposed to hazardous chemicals.
- Occasionally in excavations with mud and water.

All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or abilities deemed necessary to perform the job duties, responsibilities or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

Revised 3/1/2017