

RESOLUTION NO. 7568

CITY OF SOUTH GATE  
LOS ANGELES COUNTY, CALIFORNIA

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) BY AMENDING THE JOB SPECIFICATION FOR THE WATER DIVISION MANAGER**

**WHEREAS**, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

**WHEREAS**, an evaluation has been conducted of the position specification of the Water Division Manager vis-à-vis the actual duties performed by the employee who recently held that position and it has been determined that changes are necessary as detailed in the Class Specification & Attributes attached hereto as Exhibit "A"; and

**WHEREAS**, the City, in consultation with the Personnel Office, and the key personnel in the Administration Department, has determined that it is proper to make updates to the Water Division Manager position specification;

[Remainder of page left blank intentionally]

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves and adopts the proposed amended job specification for Water Division Manager as detailed and attached hereto as Exhibit "A."

**SECTION 2.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

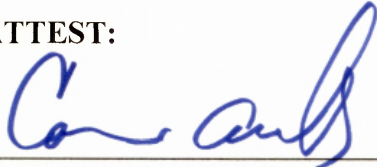
**PASSED, APPROVED and ADOPTED** this 10<sup>th</sup> day of September 2013.

**CITY OF SOUTH GATE:**



\_\_\_\_\_  
Gil Hurtado, Mayor

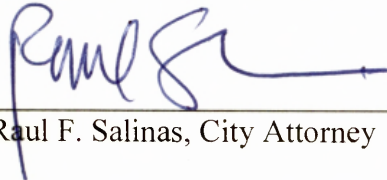
**ATTEST:**



\_\_\_\_\_  
Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**



\_\_\_\_\_  
Raul F. Salinas, City Attorney

***City of South Gate***  
CLASS SPECIFICATIONS AND ATTRIBUTES

**WATER DIVISION MANAGER**

**DESCRIPTION**

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to all programs and activities of the City's water utilities, including assisting with long and short term project planning, overseeing the design, construction, maintenance, and operations of all water utility infrastructure, water quality inspection services, and other programs; and performs related work as required.

**CLASS CHARACTERISTICS**

The Water Division Manager is a single position classification that manages the operation and maintenance of the City's water system and associated water programs. The incumbent is distinguished from the Water Distribution Foreman and Water Operation Foreman in that the incumbent is responsible for, but not limited to, the overall operation of the Water Division.

**SUPERVISION RECEIVED**

Works under the general supervision of the Field Operations Manager.

**SUPERVISION EXERCISED**

Exercises direct supervision over the Water Distribution Foreman and Water Operations Foreman.

**ESSENTIAL FUNCTIONS**

Essential functions include, but are not limited to, the following:

Plans, manages, organizes, inspects, oversees and evaluates the daily functions, operations, installation and maintenance of the City's water utility systems including water treatment, distribution, water quality inspection services, and regulatory compliance.

Reviews and interprets water projects plans and specifications.

Conducts safety and other meetings. Represent the City at meetings and conferences.

Complies with the reporting, testing and other Federal, State, County and local laws as related to the Water Division.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas.

Ensures and provides personnel supervision, selection, training, evaluation, and proposes disciplinary action (as appropriate) in a timely manner.

Provides recommendations for departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

Coordinates assigned activities with other City departments and outside agencies; provides support to the Director of Public Works and/or Field Operations Manager, and others in areas of water utility expertise.

Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.

Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations and procedures; answers questions, resolves concerns, and makes oral presentations.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water system maintenance and operations; researches emerging products and enhancements and their applicability to City needs.

Purchases all equipment, supplies, materials and ensures compliance with the City's Purchasing policies and procedures; reviews and manages contracts.

Prepares cost estimates, bid specifications and requests for proposals.

Assists in budget preparation and related supplemental requests for the Water Division.

Monitors budget expenditures and revenues to ensure consistency with adopted Division budget.

Prepares, reviews and completes various reports including City Council Agenda Bills and division-related documentation, contracts and correspondence.

Performs other duties as assigned.

## **QUALIFICATIONS**

### Training and Experience

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the skills, knowledge and abilities would be: graduation from high school or GED, and a Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, Organizational Management, Water Science or a close related field and five (5) years of progressively responsible experience in the operation and maintenance of water system equipment, water production, and facilities including two years of supervisory experience. Additional years of progressively responsible experience in the above referenced areas may be substituted for the required education on a year-for-year basis. Possession of a valid California Class C Driver's License and a satisfactory driving record is required. Possession of a Grade II California State Department of Health Services Water Treatment Certificate is required. Possession of a Grade V California State Department of Health Services Water Distribution Certificate is required. Must be able to respond to emergency calls and operational requirements of Water System on a 7 day/24 hour basis.

### Knowledge, Skills, and Abilities

Knowledge of: administrative principles and practices including goal setting, program development, implementation, and evaluation, and project management; principles and practices of budget development and administration; principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures; organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area; methods, materials and techniques used in the construction of water system projects.



Ability to: plan, prepare and implement long-range plans for Water Division; plan, organize, and manage professional and support staff; analyze maintenance needs and recommend appropriate action; administer and effectively manage projects and associated contracts; read, interpret and analyze various specifications, drawings and plans; respond to requests and inquiries from the general public; interpret and explain City policies and procedures; prepare clear and concise reports; use independent judgement to initiate and carry out required procedural assignments, adhere to multiple deadlines and handle multiple projects; use a personal computer and applicable softwares; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field. Incumbents are not substantially exposed to adverse environmental conditions.

WATER DIVISION MANAGER  
AUGUST, 2013

**RESOLUTION CERTIFICATION PAGE**

**STATE OF CALIFORNIA            )**

**COUNTY OF LOS ANGELES    )       SS**

**CITY OF SOUTH GATE         )**

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7568 was adopted by the City Council at their Regular Meeting held on September 10, 2013, by the following vote:

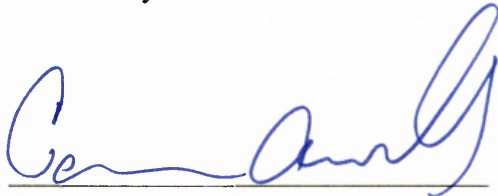
Ayes:            Council Members:    Hurtado, Gonzalez, Morales, Davila and De Witt

Noes:            Council Members:    None

Absent:          Council Members:    None

Abstain:         Council Members:    None

Witness my hand and the seal of said City on September 25, 2013.



Carmen Avalos, City Clerk  
City of South Gate, California