

DUTIES DESCRIPTION RECORD

DEPARTMENT			
TITLE	WATER SERVICES MANAGER E		DDR 95-96025
CLASS CODE	9602	CLASS TITLE	WATER SERVICES MANAGER

SUMMARY DUTIES

Plans, organizes, supervises and controls through subordinate managers and supervisors the operation and maintenance activities of a District or major area of the Water System, including related shops, labs and plants. Performs duties as facility manager. Prepares, or supervises the preparation of, maintenance records, work activity reports, budget, material and equipment use. Directs and maintains contacts with customers, contractors, engineering personnel and representatives of other agencies. Performs related duties.

PREREQUISITES

3 years full time paid experience as a Water Utility Supervisor, Water Service Supervisor, Water Treatment Supervisor, Water Utility Operator Supervisor or Waterworks Mechanic Supervisor with the City of Los Angeles. All positions require a D3.