

## DUTIES DESCRIPTION RECORD

DEPARTMENT			
TITLE	WATER SERVICES MANAGER B		DDR 95-96022
CLASS CODE	9602	CLASS TITLE	WATER SERVICES MANAGER

### SUMMARY DUTIES

#### **Assistant Division Director**

Assists an A-level Water Services Manager A in the day-to-day planning, organizing, staffing, and control of the operations and functions of a Division in the Water System; directs and participates in determining Division policies, procedures, budget, and staffing levels; serves on management and advisory committees in the Department; conducts occasional field inspections to make decisions related to work performed and contemplated; relieves the Water Services Manager "A" during absences; and performs related duties.

### PREREQUISITES

Currently in the level of WSM D (95-96024) or WSM C (95-96023) with a minimum of 2 years in WSM class