

## DUTIES DESCRIPTION RECORD

|                   |                                 |                    |                               |
|-------------------|---------------------------------|--------------------|-------------------------------|
| <b>DEPARTMENT</b> |                                 |                    |                               |
| <b>TITLE</b>      | <b>WATER SERVICES MANAGER F</b> | <b>DDR</b>         | <b>95-96026</b>               |
| <b>CLASS CODE</b> | <b>9602</b>                     | <b>CLASS TITLE</b> | <b>WATER SERVICES MANAGER</b> |

### **SUMMARY DUTIES**

Assists Superintendent in the planning, organizing, supervising and controlling operation and maintenance activities within a district or section in the Water System. Manages, through subordinate supervisors, the construction, maintenance, installation, inspection and system operation activities within the Water System; directs and maintains contacts with customers, contractors and representatives of other agencies, maintains and reviews records and makes reports; makes field inspections of work progress. Relieves the Superintendent during absences and performs related duties.

May be appointed as manager of a smaller group or section within a Water System Division.

### **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.