

## 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.