

## **Assistant Distribution Manager (Promotional) Tompkins County**

**Department:** Town of Ithaca for SCLIWC  
**Classification:** Competitive  
**Approved:** Commission Action 04-11-2014  
**Revised:** 6/17  
**By:** AF, Commissioner of Personnel

### **PROMOTIONAL QUALIFICATIONS:**

No later than the final filing date announced, candidates must currently hold, and have continuously held, at least six months of competitive class status in the title of Distribution Operator . Distribution Operator Assistants are excluded from this promotional opportunity. This departmental promotion opportunity is limited to current employees of the Southern Cayuga Lake Intermunicipal Water Commission/Town of Ithaca.

### **SPECIAL REQUIREMENTS:**

Possession of a valid Grade D Distribution System Operator Certification from the New York State Health Department at the time of appointment. Certification must be maintained throughout the duration of employment.

Possession of a valid NYS driver's license, with a standing acceptable to the Commission's insurance carrier, at the time of appointment. License must be maintained throughout the duration of employment.

Possession of NYS Building Code Inspector certification from the New York State Department of State, or must obtain such certification within 18 months of appointment. Certification must be maintained throughout the duration of employment.

Possession of Backflow Preventer Tester certification from the New York State Department of Health, or must obtain such certification within one year of appointment. Certification must be maintained throughout the duration of employment.

The physical ability to lift and routinely handle weights up to 50 pounds is required. A physical performance test may be required after a medical examination but prior to appointment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for assisting the Distribution Manager with the directing, planning and supervising the customer service, water system maintenance and repair, inspections, code compliance evaluation, meter reading and record-keeping activities of the Southern Cayuga Lake Intermunicipal Water Commission. The incumbent is responsible for the safe and efficient operation and maintenance of the Bolton Point Municipal Water System (BPMWS). The incumbent will work under the general direction of the Distribution Manager or the General Manager in the absence of the Distribution Manager, with moderate latitude allowed for the exercise of independent judgment in implementing the work assignments of the Distribution Department. The Assistant Distribution Manager will assist in the supervision over the work of all subordinate personnel in the Department. The incumbent will perform other related duties as required.

### **TYPICAL WORK ACTIVITIES: (including but not limited to):**

- Assists the Distribution Manager with directing, planning and coordinating the operations of the Distribution Department;
- Assists in supervising the work of subordinate personnel; planning, assigning and reviewing work; making staffing recommendations and personnel issue recommendations;
- Performs all duties and responsibilities of a Distribution Operator, serves as a fill in for absences and is a member of the on-call rotation;
- Assists Distribution staff in trouble shooting, maintaining work flow and completing tasks;
- Re-prioritizes tasks assigned as necessary to accommodate urgent work;
- Assists in overseeing Cross Connection Control program;

- May assume role as Backflow Administrator, if assigned or as needed;
- Maintains an inventory of supplies and equipment, and facilitates purchases as needed by obtaining quotes and writing Purchase Orders (PO's);
- Leads the training of all new operators, assists with in-house training sessions and maintains Distribution Training Manual;
- Assists in writing and maintaining Standard Operating Procedures for the department;
- Follows and enforces safety rules, general work habit regulations and workplace expectations;
- Keeps aware of safety procedures and potential safety hazards and relays them to the department members (may be appointed to Safety Committee);
- Performs daily maintenance and care on vehicles and other equipment used;
- Performs/Schedules small engine maintenance of department equipment;
- Assists in the compilation of daily, monthly, and annual data and assists in preparing reports detailing operation of the Distribution department;
- Maintains oversight of the on-call rotation to assure coverage and provides assistance to the on-call operator when needed;
- May represent the Distribution Department at meetings, to other commission departments, member municipality staff, other outside agencies and customers;
- Maintains a teamwork atmosphere while coordinating Distribution department activities with other commission department staff;
- Provides leadership in maintaining good and effective public relations;
- Available for emergency response as an essential staff member;
- Performs all activities appropriate to the successful operation of the BPMWS;

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the practices used and equipment required in the operation and maintenance of the BPMWS;
- Thorough knowledge of various residential, commercial and industrial plumbing systems;
- Ability to operate electronic line locating equipment, leak detection and GPS equipment;
- Ability to lead and supervise the operation of pumps, valves and related mechanical, electrical, instrumentation and control equipment;
- Ability to lead and coordinate regular and emergency transmission and distribution system repair and maintenance operations;
- Ability to understand, administer, and assist in the enforcement of federal, state and local codes and standards such as plumbing codes and water industry standards;
- Ability to plan, train, organize and supervise the work of others;
- Ability to follow direction and assure compliance
- Must possess a mechanical aptitude and the knowledge and skills necessary to make repairs;
- Possesses a detailed knowledge of the BPMWS and sewer collection systems;
- Ability to operate computers for administrative and operational purposes;
- Ability to accurately create legible records;
- Ability to meet deadlines while performing in an unsupervised atmosphere;
- Must be customer service oriented with an ability to maintain interpersonal relationships;
- Performs duties in a cooperative, courteous and professional manner;
- Possesses good oral and written communication skills;
- Alert, observant, reliable, and dependable;
- Must maintain a neat and presentable appearance
- Must practice safe driving and work habits;
- Ability to get along with others utilizing tact and courtesy;
- The employee's physical condition shall be commensurate with the demands of the position, including the ability to routinely lift and handle weights up to 50 pounds.