



CITY OF GRAND RAPIDS
invites applications for the position of:

WATER SYSTEM MANAGER

SALARY: \$47.77 - \$60.91 Hourly
\$99,356.00 - \$126,693.00 Annually

OPENING DATE: 02/04/20

CLOSING DATE: 03/20/20 11:59 PM

NATURE OF WORK:

The City of Grand Rapids is conducting a national search for a **Water System Manager** who will lead the Grand Rapids Water System. The position includes advanced professional, managerial and leadership in the planning, organizing, implementing and directing of programs and activities regarding the water system including water purification, pumping and distribution, lead service line reductions, distribution system maintenance and related utility functions.

The purpose of this job is to oversee the various divisions responsible for long-range planning, operations, capital and operating budgets for the utility. Responds to media inquiries regarding the Water Utility. Provides leadership and oversight dedicated to providing safe, high quality drinking water. Ensures that overall operations effectively manage water infrastructure assets. Work is performed under the executive direction of a senior executive staff member. Supervision is exercised directly or indirectly over all employees in department composed of 127 personnel.

- Ensures system operations and water quality comply with state and federal guidelines, operating permits, and standards. Directs and evaluates operation of the water distribution system, including water filtration plant, water pumping operations, water mains, metering devices and billing.
- Determines priorities; develops short- and long-range plans to meet future water demand needs; analyzes and evaluates methods of operation and procedures to be followed.
- Coordinates with team members such as a Deputy City Manager, Assistant City Manager, Managing Director, City Engineer, and Public Works Director on policy, capital improvement and fiscal matters.
- Directs development and implementation of safety programs.
- Responds to customer water complaints and directs investigation of complaint sources.
- Reviews work force needs, recommends staffing levels, evaluates performance of supervisors, and reviews evaluations of all employees.

- Directs and supervises work on major projects to ensure specifications and project timeliness are met.
- Develops emergency response plans for critical operations and directs emergency repair operations through subordinate supervisors or obtains and supervises consultant/contractor services.
- Prepares work program and monitors accomplishments; determines specifications on new equipment and supplies; monitors purchasing practices within department.
- Supervises and prepares reports related to water systems operations and billing.
- Confers with local governmental agencies and governmental regulatory agencies regarding water distribution and water system expansion.
- Coordinates activities with contractors; confers with state, local, and federal government officials; confers with business and civic leaders, addresses concerns, and gives speeches before groups and professional organizations; explains department activities to the media.
- Establishes and maintains good working relationships with community groups and agencies and the media.
- Participates on various city and community committees, task forces, and the like.
- Works closely with members of the Utility Advisory Board.
- Determines priorities; develops short and long-range plans to meet future water distribution and filtration needs; analyzes and evaluates methods of operation and procedures to be followed.
- Directs purchases of department supplies, equipment, and services; administers and executes contracts as needed or assigned.
- Prepares and presents annual and multi-year departmental budget, prioritizes the Capital Plan, and oversees financial performance.

MINIMUM TRAINING AND EXPERIENCE:

- Bachelor's degree from an accredited college or university in Science, Engineering or a related field
- At least five (5) to seven (7) years of experience in water treatment operation and maintenance
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities
- **Required Licenses or Certifications**
- S-1 Water Distribution Operator's License as issued by [Michigan Department of Environment, Great Lakes, and Energy](#) or the ability to obtain licensure within one year.
- Licensure as a Professional Engineer is desirable.

OTHER NECESSARY QUALIFICATIONS:

Knowledge of:

- Safe Drinking Water Act Regulations
- City Water Ordinance, Water System Rules & Regulations
- City Department functions and priorities
- Asset Management and Planning (Capital budgeting)

- Business practices and policies
- Water system design, construction and maintenance
- Safety standards and precautions pertaining to the use and operation of heavy equipment
- Labor rules
- Financial management principles and practices
- Cost impact of decisions
- Modern office procedures, methods and computer equipment

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Assigning, prioritizing, monitoring, and reviewing work assignments
- Critical thinking and decision making
- Project management
- Delegation and oversight
- Problem solving and conflict resolution
- Data review and interpretation
- Collaboration and listening

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Communicate vision for desired Water Utility operational outcomes
- Lead a team of multi-skilled managers
- Administer large-scale public works activities
- Direct, supervise and evaluate the work of employees involved in water plant and system construction, maintenance and operation
- Communicate effectively both orally and in writing
- Detect and resolve operational problems
- Maintain records and develop reports related to plant and division operations

OTHER INFORMATION:

BENEFITS FOR THIS POSITION INCLUDE

- Medical, Dental, and Vision administered by Blue Cross Blue Shield
- 6% Employee & 6% Employer matching 401a, with immediate vesting
- Employee & Employer contributions to Retiree Health Savings Account
- Free Parking Citywide
- Tuition Reimbursement up to Master's degree
- 4 Weeks Paid Parental Leave
- Employee Assistance Program

- Several voluntary benefits and deferred compensation plan options

About the Community

Grand Rapids is the second-largest city in Michigan, and the largest city in West Michigan. It is on the Grand River about 30 miles east of Lake Michigan and three hours from Chicago. The City's population is 198,829 and covers an area of 45 square miles. The combined statistical area of Grand Rapids-Muskegon-Holland is 1.3 million.

The City recently received numerous recognitions ranging from the **Best U.S. City to Invest in Housing** and **the Fastest Growing Economy** in the U.S. ([Forbes](#)); the **#1 City to Raise a Family**; the **#1 Hottest Real Estate Market** to Watch (Trulia.com), and **#28 Most Hipster City** in the world. The **Art Prize Festival** was ranked one of the **Top Five Festivals Worldwide** ([Time](#)). Fifteen craft breweries are located within Grand Rapids making it locally known as Michigan's "Beer City." Please [click here](#) to learn more about Grand Rapids.

Grand Rapids provides a full range of services to a multicultural group of residents, students and visitors. The Grand Rapids metropolitan area hosts fifteen institutions of higher learning. Grand Rapids has 67 parks with sports and recreation activities year-round. Salmon weighing up to 35 pounds are caught during the annual upstream migration of the Grand River.

In 2019 the City completed a comprehensive Strategic Plan with a new Mission Statement: *To elevate quality of life through excellent City services.* Please [click here](#) to view the City's strategic plan.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.grandrapidsmi.gov/jobs/human-resources-Department>

Position #599 - 0220
WATER SYSTEM MANAGER
AP

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