

JOB TITLE: DISTRIBUTION MANAGER

The Marshalltown Water Works (MWW) is accepting applications for the position of Distribution Manager. Under the general direction of the General Manager, plans, directs, and coordinates those activities concerned with the distribution system including, but not limited to construction, maintenance, mapping, modeling, long term planning, and maintenance of the utility's permanent records.

ESSENTIAL FUNCTIONS:

- Serves as a member of MWW's management team. Participates in Managers Meetings; shares appropriate information with General Manager, other managers, and staff.
- Develops budget, projects, schedules, and cost estimates for capital and non-capital efforts assigned to the distribution department.
- Develops and executes operating, construction, and maintenance procedures in accordance with Marshalltown Water Work's policies and procedures.
- Administers construction and consulting contracts.
- Develops specifications for materials and equipment for the utility.
- Attends pre-construction conferences and construction meetings.
- Performs construction inspections to ensure compliance with MWW's standards, plans, and specifications.
- Directs and controls the construction, maintenance, and field operation of the distribution department. Provides field support as needed.
- Develops and implements measures to improve work methods and equipment performance to increase efficiency.
- Supervises Crew Leader and Utility Workers; directs other employees assigned to distribution activities.
- Develops staff, providing on-the-job and off-site training opportunities and performance feedback.
- Recommends personnel actions such as hiring, promotions, and disciplinary measures.
- Oversees and maintains material inventories.
- Develops and maintains distribution system records and reports.
- Keeps record drawings, mapping system and hydraulic model up to date.
- Serves as MWW spokesperson and coordinates with other governmental agencies, contractors, and customers regarding MWW distribution system issues.
- Responds to after-hours emergencies.
- Maintains a safe working environment.
- Performs other duties as assigned.

ESSENTIAL REQUIREMENTS:

- Grade IV Water Distribution License or ability to obtain within one year of hire.
- Minimum of two years' experience in water distribution construction or inspection; five years preferred.
- Knowledge of basic principles and practices of design, operation, and maintenance of a water distribution system, including mains, valves, hydrants, booster pumping stations, and storage facilities.
- Knowledge of water distribution system hydraulic modeling.
- Knowledge of CADD and GIS systems.
- Two years of specialized training in engineering technology preferred.
- Must be able to interpret construction documents, including blueprints, sketches, and written or oral instructions.
- Skill in communicating and applying team concepts when interacting with coworkers, staff, and outside agencies.
- Must possess a valid Iowa driver's license and have a good driving record; a chauffeur's license is preferred.
- Ability to clearly communicate verbally and in writing with staff, developers and engineers, and customers.
- Ability to prepare written reports.
- Must be able to respond to emergency calls within 15 minutes.

ESSENTIAL PHYSICAL DEMANDS:

- Occasionally climbs and descends stairs and ladders.
- Occasionally works in confined spaces.
- Occasionally handles up to 100 pounds.
- Ability to squat, bend over, and kneel for extended periods of time.

ENVIRONMENTAL CONDITIONS:

- Normally inside building.
- Occasionally exposed to adverse weather conditions.
- Occasionally exposed to traffic and machine noise.
- Limited exposure to hazardous chemicals.
- Occasionally in excavations with mud and water.

All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or abilities deemed necessary to perform the job duties, responsibilities or requirements. Employees may be required to perform any other job-related activities as directed by their supervisor, subject to reasonable accommodation.

To Apply: Submit completed MWW application, resume and cover letter to:

Shelli Lovell, General Manager
205 E State Street, PO Box 1420
Marshalltown, IA 50158

The MWW application can be downloaded from www.marshalltownwater.com/employment or can be requested by visiting or calling the MWW Administration Building at 205 E. State Street, Marshalltown, IA; 641-753-7913.

Closing Date: This position will be open until filled; the first application review will be January 15, 2020.

Contact for additional information: Shelli Lovell, MWW General Manager, 641-753-7913