

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Dan Rodefeld

Work Phone: 261-9970

2. Class Title (i.e. payroll title):

Water Utility Operations Manager

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Tom Heikkinen, Water Utility General Manager

Work Phone: 266-4652

5. Department, Division & Section:

Water, Operations

6. Work Address:

110 S. Paterson St.

7. Regular daily hours of work:

M-F 7am to 3pm

Hours/Week: 40

From: to

8. Date of hire in this position:

11-5-06

9. From approximately what date has employee performed the work currently assigned:

11-5-06, with expanded responsibilities beginning in 2011

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10. Position Summary:

The Water Utility Operations Manager utilizes managerial, administrative, and technical expertise, to direct field operations for a Class A municipal water system. The Operations Manager directs all phases of water distribution system operations, including maintenance, repair, replacement and relining of water mains, water service lines, valves and hydrants. This also includes the repair, maintenance, and security of Utility properties, facilities, standby and emergency generators, and pumping equipment. In total, this consists of 41 Utility buildings/operations sites and over 125 utility vehicles and service equipment. The Operations Manager is responsible for writing specifications and directing the competitive bidding process for the purchase or lease of Utility vehicles and equipment. The Operations Manager actively participates on various committees which include the Utility Steering Committee and design teams, Utility Safety Committee (chairperson), Utility Emergency Response team, as well as the Wisconsin Waterworks

Association Distribution Committee and a neighborhood business association. The Operations Manager works with the Water Utility General Manager and members of the Utility management team to plan and implement Utility policies, emergency response procedures, capital improvements, operational improvements, service and system improvements, and safety procedures. Oversee the execution of daily activities for all aspects of distribution system and Utility maintenance work conducted by subordinate supervisors and staff.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

20% A. Employee Management and Supervision

- Manage supervisory, skilled, semi-skilled and administrative staff both directly and through subordinate supervisors.
- Determine staffing levels, supplies, materials, tools, and equipment for the section and prepare necessary budget submission and justification materials.
- Participate in interviewing qualified candidates as well as hiring and promotion decisions, provide training opportunities, and conduct work reviews and evaluations.
- Oversee random drug testing program, investigate situations and administer disciplinary actions when needed, research and resolve grievances, participate in worker's compensation meetings and labor contract negotiations, and conduct other supervisory responsibilities.
- Participate in program planning and problem resolution. Oversee program planning activities to provide for the intra-organizational coordination efforts.
- Acting general manager for periodic short term assignments. Serve as the on-call manager for approximately six one-week periods. Actively participate in management meetings and work closely with and coordinate with other Water Utility managers and staff on issues of mutual interest or benefit to the utility.

20% B. Operations Management: Equipment

- Develop and monitor standards relevant to the selection, purchase, maintenance, and operation of vehicles and service equipment, including large emergency/interruptible service generators.
- Maintain an up-to-date awareness of trends and best practices in the water industry regarding the maintenance, repair, and replacement, of all distribution system assets. Manage and maintain an onsite state licensed fueling station and waste oil collection system. As well as maintaining, repairing, and replacing fleet vehicles, tools, and equipment.
- Contribute to minimizing unaccounted water loss by overseeing distribution system surveying using electronic listening devices and leak correlators to find undetected leaks in the system.
- Engage appropriate technical staff to be involved in the process of evaluating new products, services, materials, equipment, tools, processes, and technology to help increase efficiency, workplace safety, and energy efficiency.
- Prepare and submit detailed Operational budgets and Capital requests.
- Develop specifications and direct the competitive bidding process for the purchase or lease of Utility vehicles and equipment. Prepare and submit purchase requests and justifications for products or services to the Utility General Manager and City Comptroller.

30% C. Operations Management: Policies and Procedures

- Responsible for the creation, implementation, and adherence of Utility Operations policies and procedures related to the maintenance, repair and replacement of the water distribution system, water pumping and storage facilities, Utility buildings, service equipment, and vehicle fleet. These policies and procedures also include safety programs; MSDS documentation; the Green Clean program, and security.

- The Operations Manager works with the Water Utility General Manager and members of the Utility management team to plan and implement Utility policies, emergency response procedures, capital improvements, service and system improvements, and safety procedures.
- Establish, communicate, and enforce employee work rules, update Employee Handbook periodically, maintain applicable occupational health and safety standards, maintain effective safety programs, coordinate training and document results, and periodically update Safety & Health procedures manual.
- Evaluate and establish efficient inventory control systems, participate on the Materials Selection Committee which reviews product specifications, purchasing requirements, and inventory levels.
- Adhere to the budgeting policies and procedures by preparing and submitting operations and capital improvements budgets for areas of responsibility.
- Chair and participate on various policy and procedure committees in areas including Water Utility Safety Committee, Emergency Response, Materials Selection, and Standard Operating procedures team.

25% D. Operations Management: Distribution System

- Responsible for the overall execution of day-to-day operations activities for all aspects of distribution system and Utility maintenance work conducted by subordinate supervisors and staff.
- Develop and/or oversee plans and production schedules for the cost-effective preventative maintenance, inspection, repair and related work. This includes the methods, policies, and procedures implemented through subordinate supervisors while continually monitoring and evaluating the results.
- Evaluate the condition of wells, pumping and storage facilities, water distribution system, volatile organic compounds (VOC) air strippers, acid dosing system, Purolusite Iron and Manganese filtration plants, sand separators, chemical injection and monitoring equipment, and other Utility facilities and equipment to initiate and/or recommend improvements and maintenance.
- Develop and/or assist in the creation and implementation of various plans, including short and long range maintenance plans, Water Master Plan, Infrastructure Management Plan, Vulnerability and Security Plan, Safety Health and Procedures Plan, and Emergency Response Plan.
- Assist engineers, contractors, and consultants in planning and supervising construction projects, including rehabilitating existing water mains using a cast in place pipe lining system. Review and provide operations knowledge and expertise to contractors and consultants on technical design and construction as required.

5% E. Industry and Community Involvement

- Prepare and present periodic Operations reports to the Public and Water Board.
- Represent the Madison Water Utility on the Wisconsin Waterworks Association Distribution Committee, and participate in the Greater Williamson Area Business Association.
- Act as an information resource to the Utility Public Information Officer as needed.
- Monitor and review DNR, PSC, and WI Dept. of Safety and Professional services codes and regulations.

12. Primary knowledge, skills and abilities required:

Knowledge of operations and maintenance of a water distribution system, including facilities and equipment, maintenance and repair processes, procedures, materials, equipment, and technologies. Thorough knowledge of applicable maintenance and operations concepts and terminology. Thorough knowledge of occupational hazards, safety precautions and requirements. Thorough knowledge of facility

security techniques and methods. Ability to hire, train, assign, oversee, and evaluate the work of subordinate supervisors and staff. Ability to evaluate system maintenance priorities and recommend long-term maintenance plans. Ability to prepare and review related contract specifications and make recommendations regarding proposals. Ability to exercise considerable judgment and initiative in the identification, analysis, and resolution of field maintenance problems. Ability to function effectively as a management team member in addressing a broad spectrum of Utility policy considerations. Ability to maintain effective working relationships. Ability to communicate effectively both orally and in writing. Ability to prepare reports and budget justifications. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Ability to operate a computer, printer, scanner, copier, facsimile, cell phone, and two-way radio. Utilize email and software programs including Word, Excel, Adobe Acrobat, PowerPoint, Access, GT Viewer, Panel view, Accela, Webtech AVL system, MUNIS, and the Internet.

14. Required licenses and/or registration:

Wisconsin driver's license.

15. Physical requirements:

Ability to work at a computer work station, use telephone and radio equipment, operate a motor vehicle, and access developed and new construction sites.

16. Supervision received (level and type):

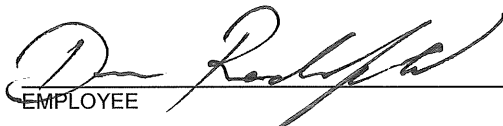
Reports to and supervised by the Utility General Manager.

17. Leadership Responsibilities:

- This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

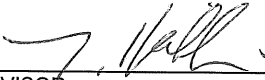
- I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

  
EMPLOYEE

12-8-2014  
DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

  
\_\_\_\_\_  
SUPERVISOR

5/11/15  
\_\_\_\_\_  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.