

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**MANAGER OF TECHNICAL SERVICES**

**DEFINITION**

Under the direction of the Director of Water and Wastewater Resources, the Manager of Technical Services is the principal assistant to the Director in the management of the technical and administrative functions of Administration, Potable Water and Wastewater Treatment Plant Operations, Water Distribution and Wastewater Collection, and Plant Equipment and Maintenance.

**EXAMPLES OF DUTIES**

The Manager of Technical Services involves direct supervision of the Administrative Division and serves as the Acting Director of Water and Wastewater Resources during the absence of the Director. As the principal assistant to the Director, the Manager's responsibility includes evaluating operational procedures and practices, assessing new utility technology, planning, coordinating and directing the work activities of Operations Technicians in reviewing operational functions and technical specifications when recommending system improvements. In addition, the Manager assists the office manager in directing clerical staff, develops water education and conservation programs, conducts customer outreach, rate analysis, legislative research, capital program review and planning, assists in developing and coordinating budgets, oversees preparation of Sanitation District Board packets, and makes public presentations to elected officials and the general public.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Utilities management with an emphasis on technical knowledge of sanitary treatment systems and water production and distribution systems; principles and practices of public administration; safety practices, operation and capital program budgeting; engineering plans and specifications, contracts, computer applications, automated systems, technical reports, and other documents used in operating water and wastewater facilities.

**Ability to:** Accept increasingly responsible and challenging assignments, complete assignments on time and within established budgets; organize and schedule operational activities and projects to manage established objectives; analyze complex technical data, assess and promote staff development; communicate effectively; solve problems creatively; effectively implement policies and procedures; work with a diverse and

JOB SPECIFICATION  
MANAGER OF TECHNICAL SERVICES (PAGE 2)

ethnically diverse staff; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Education:** Bachelor's degree in Public Administration, Business Administration, Engineering or other closely related field.

**Experience:** Six years of increasingly responsible experience in private or public administration and management of potable water or wastewater treatment systems. A minimum of two of the six years must have been as a supervisor or manager.

**License:** Possession of a valid Class C California Driver's License.

R: 02/2007