

WATER OPERATIONS MANAGER

JOB SUMMARY

Under general direction of the General Manager, plans, directs, organizes and manages the activities of the Water Operations department including: utilities maintenance, distribution system, and meter services; coordinates activities with other departments, governmental agencies and other outside organizations; performs related duties as required.

EXAMPLES OF DUTIES

(Duties include but are not limited to the following):

- Develops and implements department goals, objectives, operating policies and procedures.
- Provides general direction to department superintendent and coordinates all issues needing Board approval or policy direction for the department.
- Oversees work activities, projects and programs; directs maintenance of pipelines, pump stations, water tanks and other District facilities; reviews and evaluates work products, methods and procedures.
- Develops and administers department budgets; coordinates and directs the preparation of forecasts for staffing, equipment, material and supply needs with management; monitors and approves expenditures.
- Negotiates and administers contracts with outside contractors; resolves problems and complaints.
- Ensures compliance with the District's safety regulations and accident reporting requirements and implements hazardous materials control procedures.
- Advises subordinates of performance standards, observes and documents performance and prepares periodic and special evaluations of performance.
- Conducts studies and investigations; prepares correspondence and reports of findings and recommendations.
- Prepares supporting documentation, and recommends employee recognition and discipline.
- Processes formal and informal grievances.
- Counsels employees on matters related to performance and employment status.
- Makes oral and written directives.
- Interprets, enforces and applies policies and regulatory requirements controlling the work of the departments.
- Confers with and assists the Engineering department in determining and planning for future construction programs in the water system.
- Maintains liaison with other departments and outside agencies.

- Prepares agenda materials and staff reports for the General Manager and Board of Directors.
- Attends Board meetings when necessary to present reports and render professional advice.
- Attends and participates in technical and professional meetings, conferences and seminars, as a representative of the District.
- Serves as District's Incident Commander.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of public administration as they pertain to a water utility.
- District policies and procedures.
- Record keeping and report writing.
- Principles of management, organization and work scheduling.
- Engineering and construction principles, practices and terminology as applied to a water distribution system.
- Computer applications related to the work.
- Codes, regulations and guidelines pertaining to the work.
- Principles of supervision.
- Applicable safety precautions and procedures.

Ability to:

- Manage the programs, services and staff of the Water Operations Department effectively and efficiently.
- Plan, organize, supervise and schedule to maximize available resources to meet program and service goals.
- Analyze, develop, revise and improve scheduling, work methods and standards, and procurement methods.
- Read and interpret blueprints, schematic drawings, specifications and technical manuals.
- Read, understand, interpret and apply rules and regulations to specific situations.
- Conduct studies, analyze data, draw sound conclusions from data and prepare reports of findings and recommendations.
- Formulate and administer a budget.
- Communicate effectively orally and in writing.
- Exercise tact and deal effectively with officials and representatives of other jurisdictions, departments, and the general public.
- Make accurate mathematical calculations.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and carry out oral and written instructions.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Six years of progressively responsible management experience in the operation and

maintenance of domestic water supply, treatment and distribution facilities, and at least four years of supervisory experience is required.

Education: Bachelor's degree from an accredited college or university in public or business administration, water technology, management, or a related field is highly desirable; or, an equivalent combination of education and experience sufficient to successfully perform the duties of the position as listed above.

Licenses and Certificates:

1) Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier. 2) Possession of a State Department of Health Services Water Distribution Operator certificate, Grade I, is desirable.

Physical Demands:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; sit or stand for prolonged periods of time; use hands and fingers repetitively to manipulate small objects to print or write legibly; frequently lift up to 25 pounds; reach with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone and awareness of electrical hazards.

OTHER REQUIREMENTS

May be required to work evenings, weekends and holidays.

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