



Position: **Operations Manager**

Reports to: General Manager

Definition: Under general direction, manages the Operations Division and is responsible for the maintenance and effective operations of the water utility including production, distribution and quality control of potable and recycled water. The position requires a person who is capable of working independently to oversee District's operations meeting all federal and state regulation and engineering standards. The position also requires a wide range of planning, presentation, and management skills.

Supervision: Reports to and receives direction from the General Manager. Provides general supervision to the Water Operations Supervisor and Engineering Technician. Oversees the work of Operations Division. May be asked to act as General Manager in the General Manager's absence.

Typical Duties: Duties may include, but are not limited to the following: direct all operational activities, including pumping, treatment and distribution of potable water and distribution of recycled water, as well as related construction and maintenance activities to assure requirements with federal, state and local requirements; develop and enforce field operations policies, procedures, and work standards; develop and direct equipment and personnel safety programs; coordinate the preparation and monitor the Operations Division budget and participate in the District's Capital Improvement Program budget preparation; plan system improvements utilizing new technologies which improve operations, increase reliability, reduce costs and improve water quality; monitor District's well rehabilitation and aquifer testing projects; maintain and operate the District's groundwater and distribution models; supervise, train and evaluate employees, recommend the selection, promotion and disciplinary actions; serve as a technical advisor to the Board of Directors, staff and customers; establish and maintain effective working relationships with the Board of Directors, outside agencies, vendors, customers and the general public; perform other related duties as required. May assume General Manager's responsibilities in their absence.

Minimum Qualifications:

Knowledge: Principles and practices of planning and administering water utility field programs and projects; principles and practices used in water treatment, distribution, hydrogeology, hydraulics and water facility engineering; Federal and State regulations for water industry; system operations through the use of Supervisory Control and Data Acquisition (SCADA) software; methods used in computerized distribution system and groundwater modeling. Principles and practices of management, including budgeting, contracting, purchasing and personnel administration; employee supervision, training and performance management;

effective safety programs; common computer software and hardware such as Microsoft Office Suite.

Skills: Effective oral and written communication.

Abilities: To plan, organize, and supervise technical and non-technical staff; develop and implement effective work schedules and productivity measures; prepare clear, concise written and oral reports; interpret, apply and explain laws, regulations, standards, and procedures; comprehend basic mathematical principles and analyze complex data; establish and maintain effective working relationships; and deal tactfully and effectively with the contractors, outside agencies, customers, staff, and general public.

Education and Experience: Any combination of experience and education that has produced the necessary knowledge, skills and abilities is qualifying. A typical way of obtaining the required qualifications would be:

Experience: Ten or more years of increasingly responsible experience in the supervision and management of water utility operations.

Education: Bachelor's degree in a related field, supplemented by specialized courses in water distribution, production and operations. Additional related education may be substituted for experience or experience might be substituted for education.

License or Certification: Must possess and maintain a valid California Driver's License and have a clear driving record. Must possess either a Grade II Water Treatment Operator (T2) **or** a Grade IV Water Distribution Operator (D4) Certification issued by the California Water Resources Control Board.

Desirable Qualifications: Familiarity with GIS and AutoCAD. Post graduate degree. Possessing a Grade II Water Treatment Operator (T2) **and** a Grade IV Water Distribution Operator (D4) Certifications

Other Requirements: Must be willing and able to work outside in a variety of weather conditions; must be available for emergency "on-call" response, which may include holidays, weekends and evenings. Must take part in all safety and training programs for staff, must have sufficient eyesight to read standard text on paper and computer screen, must have acute hearing, must be able and willing to lift, drag and push files and records weighing up to 25 pounds.