

# CALLEGUAS MUNICIPAL WATER DISTRICT

## JOB DESCRIPTION

### **Job Title: MANAGER OF OPERATIONS AND MAINTENANCE**

**Department: Operations and Maintenance**

**FLSA Status: Exempt**

**Division: O&M Administration**

**Position Type: Full Time**

**Reports To: General Manager**

**Revision Date: July 2019**

---

### **POSITION SUMMARY**

Under supervision of the General Manager, the Manager of Operations and Maintenance is a high level managerial position distinguished by a broad range of responsibilities that require independent decision making in directing the day-to-day operations and maintenance activities for an extensive water distribution system, a 65 mgd water filtration plant, an ASR wellfield, hydroelectric generators and other ancillary facilities that collectively supply water to over 600,000 residents. The position requires a Water Distribution Operator Grade 5 certification, obtained no later than the end of the probationary period; a B.S or B.A. in the business or engineering fields, or comparable experience; five years of supervisory experience; demonstrated proficiency in water system operations, maintenance and hydraulics; the ability to effectively plan, organize, coordinate, direct and communicate; and an individual with a high degree of initiative, versatility and innovation able to multi-task, function under stressful conditions and capable of solving complex problems. Other duties include public interface and coordination; strategic planning; review and approval of development plans; right-of-way resolution; and review of District capital improvement project plans and specifications.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.*

- Direct administrative and technical supervision over one operations division, three maintenance divisions, one regulatory division, one general services division, safety and emergency response personnel. Plans, organizes, directs, and reviews employee work efforts.
- Establishes preventative and predictive maintenance programs for pipelines, pump stations, pressure and flow control facilities, metering stations, hydroelectric generators, water storage facilities, ASR wells, the water treatment, SCADA and all process control systems.

- Establishes priorities, determines resource needs, plans maintenance rehabilitation projects, and assigns tasks to the operations and maintenance divisions for the most efficient and cost effective program and task accomplishment.
- Oversees federal and state mandated programs in purchasing, safety, water quality, treatment, and regulatory compliance, as well as local programs for water storage.
- Provides counsel on administrative matters, conducts performance appraisals, recommends promotions and awards, interviews, hires, and effects disciplinary measures.
- Provides for employee training and certification.
- Is responsible for the development and maintenance of necessary operational and maintenance manuals, documentation, reports, and records.
- Establishes annual procurement plans, prepares the operations and maintenance components of the District budget, and performs monthly coding of expenditures.
- Manages the purchasing department, overseeing policies and procedures for general procurement, specification development, and bid processes.
- Participates in management conferences to develop and update general and administrative plans and procedures to ensure the adequacy and effectiveness of operations and maintenance programs.
- Conducts various studies and develops plans for the current and future needs of the District's O&M department and its customers.
- Interfaces with the District's customers and personnel from cities, counties and outside agencies to coordinate support or solve problems relating to the water distribution systems and its related facilities, water supply, treatment, metering, and general policies and procedures.
- Reviews and provides comments on capital improvement project plans and specifications.
- Ensures that plans and construction of public improvement projects, development and utility installations that conflict with District facilities are reviewed and comply with District standards and right-of-way protection.
- Be responsible for own safety and the safety of coworkers by recognizing hazards and potentially hazardous situations, and having an awareness of safe practices on the job site.
- Performs other duties as may be assigned by the General Manager.

### **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

#### **Education and Experience:**

- State Water Resources Control Board Water Distribution Operator Grade 5 certificate obtained no later than the end of the probationary period.
- A Bachelor of Science or Bachelor of Arts in the Engineering or Business field, or a minimum of ten years related experience and/or training or equivalent combination of education and experience is required.
- Five years of supervisory experience.
- Five years of progressive experience in managing complex tasks requiring a coordinated multiple team effort.
- Three years' experience with a water district.

### **Knowledge and Skills:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and blue prints.
- Ability to write routine reports and internal memoranda, plus be able to communicate effectively with employees and customers.
- Thorough knowledge of a district's water distribution system and the operational and maintenance requirements.
- Extensive knowledge of methods, materials, equipment, and tools used in maintenance of water distribution systems and associated components.
- Knowledge of hydraulic, pneumatic, electrical, electronic, and mechanical systems.
- Ability to read and understand plans, specifications, blueprints, and schematic diagrams.
- Thorough knowledge of safety requirements for working with heavy equipment, power equipment, high voltages, in underground confined spaces and street traffic.
- Ability to work effectively under pressure and make adjustments in work schedules on rapidly changing priorities.
- Ability to plan, organize, and direct the work efforts of others.
- Ability to make decisions on matters of significant importance to the District and to interface effectively with professional, technical, and non-technical personnel.
- Knowledge of the District distribution system, the location of all system components, and be able to direct individuals to these locations.
- Knowledge of water systems, components and hydraulics.
- Ability to participate in and contribute to meetings and conferences with personnel of various technical and non-technical backgrounds to establish plans and solve problems.
- Ability to make decisions on matters of significant importance to the District and to reach agreements with groups internal and external to the District.
- Ability to interact and communicate clearly, tactfully, and effectively with employees; regulatory authorities; representatives of water agencies, utilities, and government agencies; consultants; and the public.
- Ability to make clear, concise, and informative presentations.

- Ability to command respect of associates through knowledge of work, personal and professional conduct, good judgment, sound decisions, and integrity.
- Ability to prioritize assignments and manage a variety of complex tasks under tight deadlines.
- Ability to organize large volumes of technical and legal paperwork.
- Ability to coordinate with other departments in a professional, clear, and responsive manner.
- Ability to exercise sound, expert independent judgment.
- Ability to read and interpret complex rules and regulations.
- Ability to motivate and coordinate the activities of others.
- Knowledge of principles and practices of personnel administration, organizational management, planning, staffing, supervision, and employee development.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees in multiple divisions, carrying out supervisory responsibilities in accordance with the District policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; annual performance reviews, rewarding, and disciplining employees; addressing complaints and resolving problems.

### **EQUIPMENT TO BE USED**

Must be able to operate District light duty trucks, and other equipment common to a water system. Ability to use radio and telephones to communicate. Must be able to operate computer and standard office machines such as fax, calculator, telephone, copiers etc.

### **PHYSICAL AND MENTAL REQUIREMENTS**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb stairs and ladders or balance and is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell. The Manager of Operations and Maintenance must be able to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Personal protective equipment provided by the employer is required to be worn. The employee must have the ability to be able to wear a half and full face air purifying respirator.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in the industrial environment of a water treatment plant, wellfields, vaults, pipelines, support structures, and confined space environments; and is exposed to moving mechanical parts. The work involves working around toxic and hazardous chemicals used in the water treatment process. The employee is occasionally exposed to interior wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; vibration and moving mechanical parts. The noise level in the work environment is occasionally loud. The employee must be able to respond to a request to work on short notice. The employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

## **SPECIAL REQUIREMENTS**

The individual must possess a current California Operators license and have a good driving record. A driving record provided by the Department of Motor Vehicles showing less than two (2) points assessed within the last 36 months and/or no serious or multiple traffic violations or accidents or failure to appear notices within the last 36 months.

The applicant will agree to submit to and pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District. The applicant will agree to authorize background reference checking with past employers and personal references.

The employee must be able to work around chlorine and other chemicals used in the treatment of water which are classified by Title 8, California Occupational Safety and Health Regulations, Code Section 339 as extremely hazardous materials and copper sulfate which is a toxic material.