

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2019

**POSITION TITLE:** **WATER OPERATIONS MANAGER**

**GRADE LEVEL:** M17

**SUPERVISOR TITLE:** Assistant General Manager – Engineering and Operations

**FLSA Status:**  Exempt       Non-Exempt       At-Will

**BARGAINING UNIT:**  RCWDEA       RCWD MPCEA

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**DEFINITION**

Under minimal direction, the incumbent plans, implements, manages and coordinates the activities of the Water Systems Operations Department including the water system operations, water quality, and electrical services work centers

**CLASS CHARACTERISTICS**

This is a middle management level classification with responsibility for managing and directing a District department or function. The incumbent exercises significant authority and independence in implementing a broad range of services and programs in coordination with other District managers and executives. Responsibility consists of organizing assigned services, as well as budget, personnel and safety administration for the assigned functional area of responsibility. Positions at this level report to the assigned division head and directly supervise other support staff. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit

**EXAMPLE OF DUTIES** (Duties may include, but are not limited to, the following):

-  Participate in and contribute to coordination, strategy, policy development, and other activities of the general manager, assistant general manager and executive management team in support of the District’s strategic objectives
-  Leads the maintenance aspects of the Asset Management Program and coordinates with the Water Resources Manager for replacement and renewal components of the program.
-  Implement, manage and coordinate operation and maintenance activities and

- achieve assigned goals and objectives of the water system operations, water quality, electrical services departments; recommend necessary resources, staffing organizational structure and strategies
- ✎ Manage the District's water production, treatment, transmission, and distribution facilities, operations, and maintenance programs
- ✎ Oversee the District's energy management program and directs all long range planning, policy and regulatory compliance of the program
- ✎ Implement and manage responsibilities defined in the District's Health, Safety and Environmental Manual
- ✎ Direct the District's emergency back-up power planning and systems maintenance, annual groundwater production audit, and groundwater production planning
- ✎ Oversee planned releases to the Santa Margarita River to meet the District's water rights obligation; provide effective management of the District's local groundwater and water resources; provide technical support to key litigation or dispute resolution efforts as required
- ✎ Administer and manager water transfers, water wheeling and water rights agreements and related water rights developments
- ✎ Provide support and appropriate leadership in water rights negotiations
- ✎ Monitor, review and evaluate Metropolitan Water District of Southern California water supply and water reliability issues
- ✎ Review and evaluate work methods, procedures, services and products; identify and recommend evaluation standards and criteria; monitor and assess measures of effectiveness and efficiency
- ✎ Recommend, implement and ensure compliance with administrative and operational policies and procedures
- ✎ Participate in hiring, supervising, training and evaluating assigned staff; establish work standards and expectations; conduct performance evaluations; counsel and discipline employees as required
- ✎ Develop and recommend the department's budget; participate in monitoring appropriations and expenditures; allocate required work hours, recommend mid-year adjustments as necessary
- ✎ Participation in the District's Safety Committee
- ✎ Respond to and resolve difficult and complex citizen inquiries and complaints.
- ✎ Prepare and present staff reports and other necessary correspondence to boards, commissions, and committees
- ✎ Designated as the District's Chief Water Treatment Operator and Chief Distribution Operator as recognized by California State Water Resources Control Board; act as liaison with other agencies as it pertains to water production, legal obligations and agreements
- ✎ Develop goals and objectives consistent with the District's strategic and annual

business plan

- ✎ Provide proper and adequate training programs for department as may be required by the District's Health, Safety and Environmental Manual
- ✎ Perform related duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- ✎ Complex principles and practices of public water utility operations and maintenance
- ✎ Principles and application of Supervisory Control and Data Acquisition (SCADA) Systems
- ✎ Principles and application of electrical control and power theory
- ✎ Principles of employee supervision including training, development and performance evaluation
- ✎ Principles of ground water management
- ✎ Principles of energy management
- ✎ Techniques of public agency budget administration
- ✎ Principles and practices of sound safety management
- ✎ General principles of public administration and management related to the implementation and evaluation of programs, operations and services
- ✎ Applicable laws, codes and regulations

### **Ability to:**

- ✎ Implement and evaluate a full range of operations and maintenance and services
- ✎ Evaluate operational and administrative problems and formulate effective strategies and solutions
- ✎ Select, supervise, train and evaluate assigned staff
- ✎ Coordinate assigned activities with those of other public agencies and District divisions
- ✎ Administer an assigned department budget
- ✎ Interpret and apply laws, codes, regulations, policies and procedures
- ✎ Comply with and enforce the District's Safety, Health and Environmental policies
- ✎ Operate hand tools, power tools and heavy equipment
- ✎ Gain cooperation through discussion and persuasion

## **SELECTION GUIDELINES**

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Five (5) or more years of increasingly responsible supervisory experience in the operation and maintenance of water production, treatment, and distribution systems

**Training:** Bachelor's degree in engineering, sciences, water technology, or related fields, supplemented by coursework in management and/or public works administration; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

**Licenses and Certificates:**

- ✎ Grade D5 Water Distribution Certificate – SWRCB, required
- ✎ Grade T3 Water Treatment Certificate – SWRCB, required
- ✎ Valid Class C California driver's license, required

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Frequently use office equipment such as a computer, copier and FAX machine
- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges with or without correction.
- ✎ Regular attendance

The essential functions of this position may expose the employee to the following working conditions:

- ✎ Work in a temperature controlled office environment with moderate noise.
- ✎ Occasional work in the field where noise is at times loud and employee may be exposed to hot and cold conditions; inclement weather, or traffic hazards

**OTHER REQUIREMENTS**

This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the

Fair Labor Standards Act. The position will be required to work varying hours, weekends and holidays as the day-to-day job duties may require.

_____ Employee Signature	_____ Date
_____ Supervisor/Manager Signature	_____ Date