

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: November 17, 2015

POSITION TITLE: **ASSISTANT GENERAL MANAGER – ENGINEERING & OPERATIONS**

SUPERVISOR TITLE: General Manager

FLSA STATUS: Exempt Non-Exempt At-Will

BARGAINING UNIT: RCWDEA RCWD MPCEA Unrepresented






DEFINITION

Under direction of the General Manager (GM), assists in planning, and coordinating the engineering and operation functions of the District with the overall mission of the District, its Strategic Plan, and Business Plan in a collaborative manner with all District functions. Acts on behalf of the GM in operating and conducting District business in the GM's absence. Directs and oversees designated functions of the District as assigned by the GM.

CLASS CHARACTERISTICS

This is an executive management level classification with responsibility for assisting the GM to carry out directives of the Board of Directors (Board), ensure compliance with District policy, ensure timely completion of a variety of projects, and facilitate the implementation of the District's Strategic Plan. The position directly oversees the Engineering, Operations and Maintenance functions of the organization. Responsibilities include organizational, budget and personnel administration for the assigned departments. Positions at this level report to the GM and direct the efforts of multiple department heads and other support staff. This job classification is unrepresented and "at-will".

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

-  Assists the GM in successfully planning, directing, coordinating, and achieving the work plan for the District
-  Develops and promote a District philosophy, which enhances morale, promotes productivity, and generally encourages a culture of supporting the District values "PRIDE"
-  Functions as a key contributor in the District's executive management team
-  Responsible to the GM relative to the efficient administration of the assigned functions and duties
-  Directs and coordinates the preparation of analyses and recommendations regarding policy issues and long-range plans to address District service area needs;

advises the GM regarding any policy issues, program and projects to meet community and customer needs; advises and assist the GM in identifying, articulating and implementing policies, programs and projects

- ✎ Perform special analytical studies as directed by the GM
- ✎ Assumes management responsibility for all engineering, operations and maintenance services including engineering, construction, operations, water production, water reclamation, and maintenance functions; ensure compliance with all state and federal rules and regulations concerning the operation of such systems in assigned areas
- ✎ Provides executive analysis of authority policies and practices and leads improvement teams in areas of asset management, water rights, and resources master planning
- ✎ Directs and manages the development of short and long term goals and objectives consistent with the Strategic Plan and annual business plan and ensures their effective execution
- ✎ Provides leadership and works with assigned management team to develop and retain highly competent, customer service oriented staff through selection, compensation, training and day-to-day management practices which support the District's mission, strategic plan, objectives and values
- ✎ Discusses possible agenda items with management staff to determine items to be presented, and review agenda items prior to meeting of the Board and Committees
- ✎ Seek counsel of GM on difficult decisions or issues; and assist GM with review and coordination of District claims and litigation
- ✎ Manage and coordinate the conceptual development, evaluation, planning and implementation of water supply/resource management strategies, programs, and projects consistent with the District's strategic and annual business plans
- ✎ Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess workloads, administrative and support systems, and identify opportunities for improvement
- ✎ Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of business and public administration and issues related to the ongoing operation of a public utility
- ✎ Participate in the analysis of proposed legislation and regulation; industry and governmental activities to influence legislative and regulatory change consistent with the District's interests and needs; represents the District as requested or assigned in dealings with constituent agencies in the District's service area, the Metropolitan Water District and with other industry and governmental agencies, and professional organizations
- ✎ Interprets GM and Board instructions and requests; makes interpretations of District ordinances, policies, and applicable laws and regulations to ensure compliance with areas of accountability; interfaces regularly with the Board
- ✎ Represent the District in meetings and discussions with employees, customers, the public, governmental officials, regulators, attorneys, environmental groups, and contractors in order to promote the District's goals and objectives and resolve issues
- ✎ Coordinate and develop complex interagency agreements that further the District's strategic objectives

- ✎ Ensure compliance with District operational and personnel policies and procedures at the division level
- ✎ Hire, supervise, train, and evaluate assigned staff; establish work standards and expectations; administer training programs and performance evaluations; counsel and discipline employees as required
- ✎ May serve as part of the Meet and Confer labor negotiation team
- ✎ Excellent interpersonal communication skills, writing, public speaking, and teamwork abilities required
- ✎ Perform other related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Principles and practices of water and wastewater utility operations including, , , engineering, operations, and maintenance
- ✎ Principles and practices of organizational leadership and organizational development

Ability to:

- ✎ Plan, organize, coordinate, and manage the long-range strategic planning functions of the District
- ✎ Provide supervision, training, work development, and evaluations for District planning and administration staff
- ✎ Effectively stabilize and optimize systems and initiatives as they are designed and implemented
- ✎ Prepare and present staff reports and other necessary correspondence
- ✎ Review departmental or divisional budgets and controls
- ✎ Identify and sequence necessary steps in development of a new initiative, project, or policy in a public agency arena
- ✎ Track and follow through on assignments and responsibilities to completion
- ✎ Maintain a factual, impartial, diplomatic, and patient persona in dealing with complex and difficult situations
- ✎ Exercise leadership, authority, and supervision effectively
- ✎ Remain objective and focused in making recommendations or decisions
- ✎ Provide counsel and advice to key staff in development of District initiatives and in their own professional development
- ✎ Use discretion when handling and disseminating sensitive information
- ✎ Comply with and enforce the District's Safety, Health, and Environmental policies
- ✎ Demonstrate a consistent track record of increasing responsibility, accomplishment, and organizational improvement in areas within direct supervision



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: Seven (7) to ten (10) years of increasingly responsible senior management work experience in which three (3) to five (5) years should be in the water, wastewater and/or utility industry. At least seven (7) years of this experience should be supervisory in nature.








Training: Equivalent to Bachelor's Degree in Public or Business Administration, Accounting, Finance, Economics, Civil or Environmental Engineering, or Engineering Management. A Master's Degree highly desirable.

Licenses/Certificates:


-  Valid California driver's license, required
-  Valid registration as a professional Civil Engineer, desired

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

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

-  Occasionally travel by airplane and automobile in conducting District business
-  Communicate verbally with District Board, management, co-workers, and the public in face-to-face, one-to-one, and group settings
-  Regularly use a telephone for communication
-  Use office equipment such as computer, copiers, and fax machines
-  Regular attendance
-  Sit for extended periods
-  Hearing and vision within normal ranges

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