

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **OPERATIONS ANALYST**

GRADE LEVEL: M7

SUPERVISOR TITLE: Engineering Manager - Operations

FLSA STATUS: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under general direction plans and organizes the activities related to environmental compliance and asset management for the District. Coordinates programs with regulatory agencies to ensure District knowledge of and compliance with applicable regulatory concerns; reviews and analyzes new and changing regulations and assists in the development and implementation of operational procedures to ensure cost-effective compliance with all environmental regulations associated with the operations and construction of water, wastewater and reclamation systems

This position will exercise significant independence and is expected to exercise initiative and sound judgment in developing relevant information and resources, coordinating work activities with other departments, and in the selecting of analytical methods and techniques appropriate to assisting the managers in formulating and developing unit goals and objectives. This position provides a variety of field and office related operations related to asset management including asset data gathering, development of location systemic and equipment hierarchies; uses a computerized maintenance management system (Hansen) to maintain and track maintenance related records for equipment and repair job histories, work activities, preventative maintenance schedules, facility logs, and material usage; generates a variety of maintenance performance reports to optimize resource allocation; and performs related duties as assigned

CLASS CHARACTERISTICS

This is a professional advanced-level classification with responsibility for performing, a wide range of functions with relation to environmental regulations and asset management affecting the District's water, wastewater, and reclamation programs. Duties may include performing the most difficult and complex tasks assigned to the work unit. Assignments are broad and complex in scope and allow for a high degree of administrative discretion in their execution. This is an exempt classification and 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):

- ✎ Plans, directs, and participates in conducting administrative or management assessments relating to assigned environmental regulatory requirements to include water quality, air quality, recycled water management, identifies problems, performs research and analysis, and evaluates alternatives; discusses findings with District executives and managers; develops conclusions, recommendations, and implementation plans
- ✎ Monitors developments in the area of environmental regulations; analyzes proposed state and federal law, regulations, and court decisions; recommends and implements policy and procedural changes consistent with requirements; directs or conducts research and analysis of the District's needs and requirements in assigned areas of responsibility; recommends appropriate actions and implements programs
- ✎ Oversees the development, communication and implementation of water, wastewater, reclamation and air quality policies and strategies; oversees and directs permit applications, monitoring, and reporting programs, compliance audits and other related functions to ensure compliance with all regulatory mandates and requirements
- ✎ Support water and wastewater management's regulatory efforts and when required act as liaison to federal, state and local regulatory agencies.
- ✎ Performs field inspections and investigations, confers with Field, Operations, and engineering staff to determine systems maintenance needs; obtains technical information, plans, sketches, and written instructions
- ✎ Collects work history and other information to insure a current and complete record of work and site documentation in the division; interprets, prepares, and updates a variety of inspection data, charts, graphs, records, correspondence, and reports; provides assistance to maintenance and other staff during emergency or similar situations

- ✎ Develops preventative and predictive maintenance plans/requirements for equipment by researching the manufacturers' maintenance recommendations and making modifications suitable to District installation needs by field verification of special conditions and work practices of field staff; defines, compiles, and incorporates these maintenance activities in the computer maintenance management system
- ✎ Reviews completed work orders for comments, variances, and completeness for proper closeout; follows up as required with adjustments to maintenance practices or coordination with other District groups
- ✎ Reviews cost data to ensure that data capture is reconciled with data in the Lawson system
- ✎ Prepares weekly, monthly, and annual activity reports; maintenance/project backlogs; completes and maintains records including preventative maintenance forms and inspection forms, daily work sheets and service sheets documenting work performed to build a data base for the computerized maintenance management system (CMMS)
- ✎ Implements and maintains databases and hard files; generates reports and data runs; analyzes equipment records, equipment histories, asset record data, and similar information for accuracy and completeness and makes corrections as necessary to assure data quality
- ✎ Assists in quality control by organizing follow-up, "critique," meetings with originators of corrective maintenance requests or improvement projects for project reviews and feedback
- ✎ Analyzes maintenance data and recommends improvement to division maintenance policies and procedures; organizes and participates in specialized programs such as improved methodologies and preventative/predictive maintenance programs
- ✎ Analyzes and interprets complex data to prepare comprehensive maintenance reports including site histories, work histories, labor hours, and material costs.
- ✎ Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement
- ✎ Performs related duties as assigned

QUALIFICATIONS

Knowledge of:

Advanced principles, practices and research methodologies relating to regulatory issues; federal, state, and local laws and regulations governing water and wastewater distribution, collection, and treatment; South Coast Air Quality Management District (SCAQMD) permitting procedures; California Air Resources Board (CARB), air emissions inventories; control and combustion technologies; environmental regulations and laws relating to areas of responsibility.

Knowledge of the core, concepts, and framework of continuous improvement criteria, including business case analysis, the principles of management by fact, and organizational and personal learning. Familiar with process mapping and structured problem solving. Possesses theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for District

Ability to:

- ✎ Research, analyze, summarize, and make sound independent recommendations regarding complex environmental and regulatory issues
- ✎ Establish and maintain effective working relationships with regulatory agencies as well as all levels of District management, other governmental officials, contractors, developers, employees, and the public
- ✎ Monitor, and coordinate compliance related functions relating to areas of responsibility
- ✎ Resolve complex environmental issues with internal customers and regulatory agencies
- ✎ Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials
- ✎ Plan, organize, prioritize, inspect and evaluate preventative/repair maintenance needs of mechanical equipment
- ✎ Predict time frames required to complete a full range of maintenance or repair related jobs
- ✎ Analyze complex maintenance problems, evaluate alternatives and recommend effective courses of action
- ✎ Exercise independent judgment and initiative within established guidelines
- ✎ Interact with maintenance division supervisors and crew leaders and others encountered in the course of the work
- ✎ Retrieve and analyze data in a computer data base; plan, organize, estimate, coordinate, assign, review and evaluate the work of others
- ✎ Identify and implement effective courses of action to complete assigned work
- ✎ Establish and maintain effective working relationships with those contacted in the course of work

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: Three years of regulatory compliance experience or three years of proven experience in asset management or six years of journey-level water or wastewater operations and maintenance experience

Training: Bachelor's degree in environmental science; environmental law; environmental, civil, mechanical or chemical engineering; or a closely related field or an equivalent combination of training and experience. College-level or advanced technical training in the asset management, data management, is highly desirable

Licenses/Certificates:

- ✎ A valid California Driver's License, Class C with appropriate endorsements, and the ability to maintain insurability under the District's Vehicle Insurance Policy

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

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

- ✎ Communicate verbally with District management, co-workers, and the public in face-to-face, one-to-one and group settings
- ✎ Stoop, kneel, crouch, crawl, and climb during regular duties
- ✎ Regularly use a telephone or radio for communication
- ✎ Sit, stand, and walk for extended periods
- ✎ Regular Attendance
- ✎ Hearing and vision within normal ranges
- ✎ Lifting (up to 60 lbs.)
- ✎ Operate a District vehicle traveling to District facilities and/or District business
- ✎ Analyze and solve complex problems; using math and mathematical reasoning; perform highly detailed work on multiple concurrent tasks with intensive deadlines while working with frequent interruptions

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

- ✎ Inclement weather
- ✎ Toxic materials and gas hazards
- ✎ Electrical hazards

- ✎ Biological and blood borne hazards
- ✎ Water and drowning hazards
- ✎ Traffic hazards
- ✎ Height and falling hazards
- ✎ Confined space hazards
- ✎ Potential earth cave-in
- ✎ Potentially dangerous tools and equipment
- ✎ Potentially dangerous animals and insects (dogs, bees, spiders, snakes)

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