



OPERATIONS MANAGER
Operations Department

Range: 65 (Exempt)
Salary:

JOB DEFINITION: Under the general supervision of the Assistant General Manager, to plan, organize, direct and supervise the work of the Operations Department; to perform a variety of technical functions in relation to water production, reclamation plant operations, hydroelectric plant operations, surface water treatment operations, sewer lift station operations, and related work.

SUPERVISOR: Assistant General Manager

DISTINGUISHED FROM LOWER RANGE POSITION(S):

This is the highest level in the Operations Department responsible for oversight of the Operations Department. To attain this level, an individual will be required to (1) acquire the necessary certifications, and (2) have the work experience and knowledge to perform the duties of all levels of the Operation Technicians and System Operators.

EXAMPLE OF DUTIES:

- Plans, organizes, coordinates and directs the work of the Operations Department;
- Oversees and manages the operation and maintenance of the two-way radio and SCADA (Supervisory Control and Data Acquisition) computer systems for the pumping, reclamation, lift stations, hydroelectric and surface water systems;
- Manages the well and reservoir water levels, with critical daily decisions made on water distribution based on water storage levels;
- Oversees and manages the maintenance of equipment, fencing, and facility landscaping within the Agency system, to include the Operations Center, well and boosters, reservoirs, surface water treatment plant, stream intakes, recycled water plant, solar power arrays, and sewer lift station sites;
- Manages the Agency's RMP (Risk Management Plan) and audits;
- Manages and oversees treatment chemicals used for the treatment of Agency potable and reclaimed water systems and supplies;
- Manages procedures and safety for the use and handling of all treatment chemicals;
- Manages and oversees the functions of the water production for the Agency;
- Manages and oversees the operation and periodic maintenance of the hydroelectric power generating facilities, reclamation plant, lift stations, and surface water filtration plant and stream source intakes;
- In the event of a chlorine spill or related emergency, will be responsible for the management of the event and all related emergency procedures and notifications or proper authorities;
- Evaluates staff performances and performs other work as assigned;
- Must be able to perform the majority of duties associated with all levels of position within the Operations Department (Technician I, II, III, System Operator I, II, III, and Operations Technician Foreman); is expected to be on 24-hour emergency call.

Qualifications: **Schooling:** High School Diploma or G.E.D.

Certification(s): A Grade D5 Water Distribution certification and a Grade T3 Water Treatment certification. Must obtain a Grade T4 Water Treatment certification from the State of California within 24 months of starting position.

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and ability would be to have a minimum of five years of broad and extensive experience in operational and maintenance functions from a similar agency, preferably including at least one year of supervisory experience.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Principles and practices of electrical and communication control equipment, installation, repair and maintenance; reclamation treatment, water production; water treatment and quality; safety practices associated with both chemical and electrical modus operandi; vertical and horizontal pumping units; hydro-electric power generation; surface water equipment; Agency rules, regulations, procedures and ordinances; State and Federal requirements regarding the treatment and distribution of water through a public water system.

Ability: Work independently with little direction; understand and effectively carry out general oral and written instructions; give oral and written instructions; direct departmental staff toward the achievement of given objectives; analyze work activities and operational problems, train and oversee staff in all levels of Operations activities; maintain organized and up-to-date records and procedures; make logical recommendations; establish and maintain cooperative and professional relationships with fellow employees, officials and the general public.

PHYSICAL REQUIREMENTS:

Climbing: yes no **Frequency:** Continual Often Infrequently Never
Examples: Going up and down ladders, getting into large vehicles, climbing into/out vaults, etc.

Bending: yes no **Frequency:** Continual Often Infrequently Never
Examples: Performing repairs, facility installations, testing of machinery, etc.

Lifting: yes no **Frequency:** Continual Often Infrequently Never
Examples: Lifting motors, vault lids, oil cans, etc.

Digging: yes no **Frequency:** Continual Often Infrequently Never
Examples:

Sedentary/sitting: yes no **Frequency:** Continual Often Infrequently Never
Examples: Driving or riding in vehicles, sitting at desk

Standing: yes no **Frequency:** Continual Often Infrequently Never
Examples: Standing on pavement, dirt, concrete at work sites or in Agency facilities

Repetitive motion: yes no **Frequency:** Continual Often Infrequently Never
Examples: Operation of hand tools such as screwdriver, wrench, hammer, etc.

Respiratory (requiring use of respirator or face mask) yes no
Examples: When entering reservoirs, recycling facilities, sewer facilities, etc.

WORK ENVIRONMENT:

Generally, the duties to be performed are split between the Operations Center and Agency facilities which are located outdoors.

Within the Operations center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the Operations work areas, including, but not limited to: telephones, computers, computer printers, and telemetry monitoring equipment.

Work performed outside is generally at facility sites and will take place in all weather conditions, including extreme heat in excess of 110°.

The working hours of the Operations Manager may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature Date

Supervisor Signature Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

