

DESERT WATER



OPERATIONS and Engineering Manager

Operations Engineering Department

Range: 72 (Exempt)

Salary:

JOB DEFINITION: Under Administrative direction to plan, organize, direct and supervise the work of the Engineering-Operations Department; to perform a variety of technical functions in relation to water production, sewage collection, reclamation plant operation, hydroelectric plant operation, solar power plant operation, wastewater lift station and perform related work as assigned by the Assistant General Manager

SUPERVISOR: Assistant General Manager

DISTINGUISHED FROM LOWER RANGE POSITION(S):

This position is the top/supervisor position within the Engineering and Operations Department; in order to achieve this status, the incumbent must have done, or be able to do, all duties as listed in the lower level Engineer positions, and must have knowledge and expertise extending beyond that of the lower level positions

EXAMPLE OF DUTIES:

Plans, organizes, coordinates and directs the work of the Engineering-Operations Department; supervises Capital Improvement design and construction; directs the Engineering-Operations Department annual capital and expense budgets; supervises water and reclaimed water production, sewage collection, and solar and hydro power production for the Agency; analyzes energy requirements and costs and makes recommendations for optimum use of available power rates; coordinate, supervise or perform the maintenance to the hydroelectric power generating facilities; supervise the operation of the water and reclaimed water treatment facilities and wastewater lift station; supervises the Agency water sample program; supervises the operation and maintenance of the Agency communications systems including, but not limited to, the two-way radio and SCADA (Supervisory Control and Data Acquisition) systems; supervises the operations and maintenance of the Agency's solar power plant; maintains departmental vacations and standby schedules and supervises related payroll and expenses; supervises and trains department staff in techniques necessary in the performance of their duties, evaluates staff performance and performs other work as assigned.

QUALIFICATIONS:

Schooling: Possession of a Bachelors of Science degree in Engineering from an accredited college

Certification(s): California Registration **Licenses:** as a Professional Engineer in civil, mechanical or electrical engineering.

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. Knowledge and abilities include a broad and extensive experience in design, construction, operational and maintenance functions from a similar agency, preferably including some supervisory experience.

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

Knowledge: Work independently with little direction; understand and effectively carry out general oral and written instructions; give understandable oral and written instructions; direct departmental staff toward the achievement of given objectives; analyze work activities and operational problems, make logical recommendations based upon analysis of technical data, institute improved methods of accomplishing functions; establish and maintain cooperative relationships with fellow employees, officials and the general public

Ability: Work independently with little direction; understand and effectively carry out general oral and written instructions; give understandable oral and written instructions; direct departmental staff toward the achievement of given objectives; analyze work activities and operational problems, make logical recommendations based upon analysis of technical data, institute improved methods of accomplishing functions; establish and maintain cooperative relationships with fellow employees, officials and the general public

PHYSICAL REQUIREMENTS:

Climbing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Going up and down stairs, ladders, getting into large vehicles, during surveying, etc.

Bending: yes no **Frequency:** Continual Often Infrequently Never

Examples: Lifting boxes, surveying or engineering equipment, etc.

Sedentary/sitting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Sitting at desk, driving or riding in vehicles

Standing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Standing on carpet, pavement, dirt, concrete at work sites or in Agency facilities

Repetitive motion: yes no **Frequency:** Continual Often Infrequently Never

Examples: Use of computer, writing instruments, etc.

Respiratory (requiring use of respirator or face mask) yes no

Examples: When entering reservoirs, misc. agency facilities, as appropriate

WORK ENVIRONMENT:

Generally, work is performed indoors within the Agency Operations Center, which has a heating and air conditioning system. 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 Engineering-Operations work areas, including, but not limited to: telephones, computers, computer printers, plotters, and calculators.

On occasion, work (such as project or site/facilities inspections) will take place outside the Agency Operations Center or at outlying Agency facilities and will take place in all weather conditions, including extreme heat in excess of 110°.

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.