

Sacramento Suburban Water District Classification Specification

Job Class: Operations Manager

FLSA Status: Exempt

Supervisor: Assistant General Manager

Effective Date: November 2009

Definition/ Distinguishing Characteristics

This position is part of the management team of the District and reports to the Assistant General Manager. Under general/administrative direction, the Operations Manager plans, manages, coordinates and directs District staff involved in the maintenance, repair and operations functions for all water production, transmission, storage and distribution components and facilities of the water system.

Examples of Duties

The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Plan, manage, coordinate and direct District staff involved in the maintenance, repair and operations functions of the District, including all water production, storage and distribution components, fleet and facilities of the water system.
- Manage and oversee plant and facility maintenance, repair and limited construction, equipment and vehicle maintenance and repair, grounds keeping, inventory/warehousing, meter repair, water sampling and basic lab analysis.
- Manage and oversee compliance with all permits involved with regulating District operations.
- Provide supervision, training and performance evaluations for department supervisors.
- Review acquisition requirements and develop recommendations regarding the purchase, servicing, testing, inspection, and repair of automotive and construction equipment.
- Develop the maintenance, operations and construction budget, and monitor costs.
- Assist with long-range planning of District maintenance, construction and operations functions and replacement projects.
- Make spot inspections of work in progress to insure proper utilization of staff and equipment and compliance with legal and District requirements and standards.
- Prepare and execute plans for expansion, reduction and shifting of maintenance and operations functions.
- Review employee effectiveness and personnel evaluations with department supervisors; perform and guide supervisors in employee counseling, performance planning and evaluations.

- Develop and direct implementation of policies, procedures, and standards related to maintenance and operations.
- Provide general coordination of maintenance, construction and operations activities with other District functions.
- Monitor employee certification, training and safety programs.
- Periodically review and evaluate power consumption of District pumping facilities to reduce costs and raise efficiency.
- Provide input and review for the development and administration of construction contracts.
- Review and approve employee work shift schedules, leave requests and time sheets.
- Develop, implement and oversee preventive maintenance.
- Perform special projects as delegated.
- Represent District maintenance, repair, operations and construction functions with the public, contractors, other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, and technical groups.

Mental and Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travel frequently by automobile in conducting District business.
- Communicates frequently with District management staff, co-workers and the public in one-to-one and group settings.
- Regularly uses a telephone for communication.
- Regularly uses office equipment such as computers, copiers and fax machines.
- Occasionally walks in uneven terrain, in an outdoor environment, making inspections of District facilities and maintenance, repair and construction projects.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Qualifications

Knowledge of:

- Principals of water distribution system design and operation, water quality and treatment.
- Principles, methods and practices used in 1) water and irrigation system maintenance, repair, operations and construction; 2) automotive and construction equipment operation, maintenance and repair; 3) building maintenance, grounds keeping and landscaping; and 4) treatment plant operations, maintenance and construction work.
- Federal, state and county regulations related to water system operation, employee health and safety, and environmental control.
- Water quality operations and cross-connection control programs.
- Rules, regulations, and codes applicable to District maintenance, operations and construction functions.
- District policies, rules, regulations and procedures.
- Work safety standards and requirements.

- Principles of budget development and expenditure control.
- Principles of supervision, training and management.

Ability To:

- Plan, organize, manage, and administer the maintenance, repair, operations and construction functions of the District.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment uses and time requirements.
- Insure the proper maintenance, repair and operations of District equipment and facilities.
- Develop and control budgets.
- Effectively represent District maintenance, repair and operations functions in meetings, presentations and discussions with the public, contractors and other organizations.
- Effectively supervise and train staff in areas related to the maintenance, repair and operations functions of the District.
- Establish and maintain effective and cooperative working relationships with coworkers, other water agencies, local community groups, and public officials.
- Operate a computer for word processing, database, spreadsheet and presentation applications and department specific software.
- Communicate effectively both orally and in writing.
- Initiate and maintain effective safety practices that relate to the nature of the work.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- High school diploma or equivalent.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile insurance rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- State of California Water Distribution Operator Certificate Grade D4 and Treatment Operator Certificate Grade T2.
- Five (5) or more years of experience in a supervisory capacity.

The incumbent must complete the designated number of contact hours (i.e., continuing education/training requirements) as determined by the California Department of Public Health (DPH) to maintain the required certifications. Certifications are required as a condition of continued employment; failure to comply with DPH regulations pertaining to required certifications for the position will result in termination of employment.

Desirable:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- A Bachelor's Degree in Engineering, Environmental Science, Physical Science or a related field from an accredited college or university is strongly desired.
- Five (5) or more years of broad and extensive work experience performing maintenance, construction, repair and operations work for a water district, wastewater treatment district, or other public agency, including additional experience in a management or supervisory capacity.
- Possession of State of California Water Distribution Operator Certificate Grade D5.
- Possession of State of California Water Treatment Operator Certificate Grade T3 or higher.