

Sacramento Suburban Water District Classification Specification

Job Class: Operations Manager

FLSA Status: Exempt

Supervisor: Assistant General Manager

Effective Date: August 2017

Definition/ Distinguishing Characteristics

Under general/administrative direction, this management level position plans, organizes, manages, directs and supervises 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.

- Plans, manages, coordinates and directs 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.
- Manages and oversees 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.
- Manages and oversees compliance with all permits involved with regulating District operations.
- Provides supervision, training and performance evaluations for department supervisors.
- Reviews acquisition requirements and develops recommendations regarding the purchase, servicing, testing, inspection and repair of automotive and construction equipment.
- Develops the maintenance, operations and construction budget, and monitors costs.
- Assists with long-range planning of District maintenance, construction and operations functions and replacement projects.
- Makes spot inspections of work in progress to insure proper utilization of staff and equipment, and compliance with legal and District requirements and standards.
- Prepares and executes plans for expansion, reduction and shifting of maintenance and operations functions.
- Serves as the District's Safety Officer; plans, develops and coordinates the implementation and maintenance of District programs promoting an injury and illness free work place, and oversees accident and injury investigations.
- Manages and oversees all risk management functions for the District in coordination with the Assistant General Manager.

- Reviews employee effectiveness and personnel evaluations with department supervisors; performs and guides supervisors in employee counseling, performance planning and evaluations.
- Develops and directs implementation of policies, procedures, and standards related to maintenance and operations.
- Provides general coordination of maintenance, construction and operations activities with other District functions.
- Monitors employee certification, training and safety programs.
- Periodically reviews and evaluates power consumption of District pumping facilities to reduce costs and raise efficiency.
- Provides input and review for the development and administration of construction contracts.
- Reviews and approves employee work shift schedules, leave requests and time sheets.
- Develops, implements and oversees preventive maintenance programs.
- Performs special projects as delegated.
- Represents 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.

- Travels occasionally by airplane and 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 distribution system maintenance, repair, operations and construction; 2) automotive and construction equipment operation, maintenance and repair; 3) building maintenance, grounds keeping and landscaping; and 4) water production, treatment, and storage facility 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.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint).

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 cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors, local community groups, public officials and the general public.
- 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:

- An Associate of Arts or Science Degree in Construction Management, Engineering, Science, Environmental Studies or closely related field from an accredited college or university. Two (2) years of qualifying experience may be substituted for one (1) year of the required education with a 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.

- Eight (8) 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 five (5) years in a management or supervisory capacity.

Incumbent must complete the designated number of contact hours (i.e., continuing education/training requirements) to maintain the required certifications as a condition of continued 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 highly desirable.
- Additional 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.

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