WATER SUPPLY MANAGER

DEFINITION

This exempt position reports directly to the Assistant General Manager. The Water Supply Manager supervises the Water Supply Supervisor and water supply staff, plans, organizes, manages, directs, and reviews the water supply needs of the District; with accountability for overseeing all District water conveyance and agricultural distribution systems. The Water Supply Manager will have knowledge of regulatory rules for water diversions, water channels, and water operations; is accountable for ensuring the safety of all water supply operations; and performs related work as required.

EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete exhaustive listing of all the duties and responsibilities of the Water Supply Manager classification:

Managerial Duties:

- Develops and maintains effective employee relations; supervises and evaluates the performance of assigned personnel; assists Assistant General Manager in resolving employee problems; and recommends disciplinary action for assigned staff.
- Supervises the water supply staff to ensure proper operation of the conveyance systems and all related facilities.
- Participates in selection of staff; ensures staff meets the required training relative to job responsibilities and any annual minimum hourly training requirements.
- Develops and oversees compliance with department budgets under their area of control and reports any invoice or expenditure anomalies to the Finance Department.
- Participate in capital budget planning and long-term capital replacement and improvement planning.
- Establishes and manages contracts and inspection for water supply maintenance programs in the District.
- Develops and ensures District rules, policies, and standard operating procedures are complied with.

Operational Duties:

- Functions as Water Supply Supervisor when such operation is necessary.
- Manages District's water supplies to ensure proper flows and levels are maintained throughout the conveyance systems.
- Ensures all water supply facilities and programs comply with applicable Federal, State and local ordinances and regulations.
- Regularly inspects direct reports work in progress and provide direction as needed.
- Ensures proper use of surface water and groundwater is maintained in the District, according to District policies.
- Develops and implements preventive maintenance programs for all water supply facilities in the District including conveyance system and performance enhancements, reservoir cleaning and inspections, pump motor overhauls, SCADA, pump efficiency tests, automatic control valves, motor control centers, pump and chemical buildings and

structures, fences and gates, lighting, landscaping, paving, testing and repair of meters and flow control devices and facilities, etc.
- Responds to water supply and water quality customer inquiries, both external and internal.
- Conducts routine safety meetings and job site inspections and providing documentation related to all safety issues
- Responsible for compliance with all operating permits, RMA, HCP, and others.
- Performs other duties as assigned.

Typical Physical Activities:
- Travels by motor vehicle conducting district business.
- Works in an outdoor environment including walking/climbing on uneven terrain for site visits, inspections, and evaluations to analyze District's operations.
- Works in an office environment and sit at a desk for an extended period.
- Lift and move objects up to 50 pounds such as steel, lumber, and office equipment.
- Use office equipment such as telephones, computers, copiers, and FAX machines.
- Hearing and vision within normal ranges.

EMPLOYMENT STANDARDS

Knowledge of:
- Water control facility operation, water measurement devices, water pumps and motors, trash racks and any other diversion structures typically seen in water operation canals and channels.
- Basic knowledge of hydraulic concepts.
- Arithmetic, algebra, and geometry useful in water supply operations.
- Technical report writing.
- Principles of budget development, expenditure control, and expense forecasting.
- Principles of supervision and training.
- Federal, State, and local ordinances and regulations.

Ability to:
- Coordinate staff and financial resources to effectively perform all assigned and pre-planned tasks as well as respond quickly and efficiently to emerging issues in the management of the District's water supply needs.
- Communicate effectively, both orally and written, with local government officials, District management and staff, customers, and others.
- Produce operational and planning analyses and reports using District provided computer network and software.
- Produce reports and calculations to effectively manage and report current water supply conditions, past performance, and anticipated needs.
- Select and evaluate employees; develop and train employees and provide performance feedback.
- Establish and maintain cooperative working relationships.

QUALIFICATIONS

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

Required Certification/Education/Experience/License:

- Certification:
  - Possession of California Department of Pesticide Regulation Qualified Applicator Certificate with Right of way and Aquatics Categories (C and F).
  - Possession of a Grade 2 (D2) Distribution Operator Certification Issued by the California State Water Resources Control Board.

- Education:
  - Bachelor's of Science degree in engineering, environmental science, or a related field or equivalent experience.
  - Supervisor's Basic's Program Completion from ACWA/JPIA or equivalent course(s)/ certification thereof, and relevant leadership experience.

- Experience:
  - Ten (10) years of progressive water industry experience, of which at least six (6) years include supervisory experience and significant, advanced experience in water supply and conveyance systems.

- License:
  - Possession of a valid Class C Driver's License issued by the California Department of Motor Vehicles may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
  - Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

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