# WATER OPERATIONS MANAGER

DEFINITION

This exempt position reports to the Assistant General Manager. The Water Operations Manager plans, organizes, assesses, and provides general guidance for the work of District personnel assigned to operate the water treatment plant, in coordination and cooperation with the Engineering, Water Supply, and Maintenance departments as required, and performs related duties as assigned.

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 Operations Manager classification:

**Supervisory Duties:**

- Develops and implements departmental goals for the water treatment plant.
- Develops and ensures District rules, policies, and standard operating procedures are complied with.
- Provides work evaluations for assigned staff.
- Develops and administers treatment plant operations budgets.
- Participate in capital budget planning and long-term capital replacement and improvement planning.
- Establishes work schedules for 24-hour plant operation.
- Coordinates treatment plant operations with other departments.
- Oversees department trainings.
- Reviews and approves timecards and leave requests.
- Holds regular staff meetings.
- Manages the Operations Department's Supervisory Control and Data Acquisition (SCADA) system to support reliable treatment plant operations, process monitoring, control and water delivery.
- Coordinates with other departments, SCADA integrators, and contractors to maintain, troubleshoot, improve, and upgrade the system and associated instrumentation and controls.

**Operational Duties:**

- Functions as Chief Plant Operator when such operation is necessary.
- Manages District's water supplies to ensure M&I demands are efficiently being met.
- Establishes and manages contracts necessary for operation of the District's water treatment plant.
- Assists Engineering staff with performing special studies, research, and preparing plans and recommendations.
- Inspects the water facilities and equipment to ensure conformance with operations and maintenance specifications and/or requirements.
- Ensures proper treatment plant flows and pressures are maintained to meet water delivery requirements for the District's customers.
- Responsible for compliance with all operating permits, including SWRCB, CDFW, USACOE, NMFS, and others.

- Assures equipment is operating and maintained to District standards and informs the Maintenance and or Water Supply department if otherwise is discovered.

**Regulatory Duties:**

- Maintains a variety of files and records in compliance with District standards and regulatory requirements.
- Represents District treatment plant functions with the public, contractors, and representatives of other government agencies.
- Prepares and submits all reports to the California State Water Resources Control Board and other relevant authorities.
- Ensures that legal requirements are being met regarding potable water.
- Develops data and prepares laboratory reports required by other government agencies.
- Designs and implements District sample collection procedures.

**Typical Physical Activities:**

- Travel by vehicle inspecting District water facilities and operations.
- Works in an indoor and outdoor environment.
- Regularly uses a telephone for communication.
- Uses office equipment such as computers, copiers, and FAX machines.
- Walks on even and uneven terrain.
- Sits for extended time periods.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50lbs.
- Stoops, kneels, crouches, crawls, bends, and climbs during plant maintenance/repair work.
- Works in an environment with exposure to dust, dirt, chemicals, and significant temperature changes between cold and hot.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.
- Learns and trains others on safe operational procedures.

EMPLOYMENT STANDARDS

**Knowledge of:**

- Principles and practices of employee training and supervision.
- Budget preparation and fiscal controls.
- Work safety practices and procedures.
- Advanced operating principles, methods, materials, and equipment used in water treatment plants.
- Repair, maintenance, and adjustment of water treatment plant equipment.
- Mechanical, electrical and hydraulic principles.
- Advanced methods and techniques of chemical and quality testing of water.
- Laws, regulations, and ordinances applicable to water treatment plant operations.

**Ability to:**

- Read plant measurement and recording equipment, interpreting results to adjust plant operations.
- Read, interpret and apply plans and plant piping and process diagrams.

- Analyze complex operations challenges of the Water Treatment Plant and implement solutions.
- Compile, analyze, research and communicate findings, both verbally and in writing.
- Effectively represent District Water Treatment Plant operations with the public, contractors, and other organizations.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings.
- Read, speak and write effectively.
- Meet Respiratory Protection Program requirements.

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:
  - Water Treatment Plant Operator Certification – Possession and continued maintenance of minimum of a Grade 5 (T5) Water Treatment Plant Operator Certification issued by the California State Water Resources Control Board.
  - Possession of a Grade 2 (D2) Distribution Operator Certification Issued by the State of California.

- Education:
  - Completion of Bachelor of Science Degree in engineering, environmental science, or a related field or equivalent experience
  - Completion of Essential Leadership Skills Program form CSDA or Effective Utility management from American Water College or equivalent program.

- Experience:
  - Nine (9) years of increasingly responsible experience in water treatment facility maintenance and operations work, with at least four (4) years in a lead or supervisory position.

- License:
  - Possession of a valid California (Class "C") Driver's License 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.***