

JURUPA COMMUNITY SERVICES DISTRICT OPERATIONS MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the direction of the Director of Operations and Engineering, plans, organizes, directs, and manages the field operation activities of the District which include the repair, replacement, operation and maintenance of the District's water production, water treatment and distribution system, wastewater collection system, sewer and water treatment plants and equipment and District Facilities maintenance; analyzes, reviews, and implements programs and policies affecting the District's operations; supervises assigned staff; performs related work as assigned.

CLASS CHARACTERISTICS

This is a single position class and the incumbent reports directly to the Director of Operations and Engineering and is responsible for the overall administration and management of the District's field operations activities. The incumbent is expected to demonstrate a high level of professional/administrative expertise and initiative in establishing and maintaining efficient and effective departmental operations consistent with Board policies and administrative guidelines established by the General Manager. The incumbent must also function as a member of the District's management team and participate actively in addressing issues of concern to the District, which at times may not have a direct impact on the incumbent's area of specialization.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Participates in the development and implementation of all field operation goals, objectives, policies, and procedures; participates in the preparation and implementation of the District's budget.

Supervises the preparation of cost estimates for the repair, replacement, maintenance and operations for all the District's facilities including, but not limited to, water and wastewater systems, water and sewer treatment plants, wells, booster stations, reservoirs and lift stations, and equipment, vehicle and building maintenance activities.
(a b d g h j k l n o p q)

Oversees the planning, organization, and coordination of water production, water treatment and distribution activities; wastewater collection and treatment, equipment, building and facilities maintenance, and the general maintenance of the warehouse building; performs long-range planning and supervises and reviews repairs, replacement, operation and maintenance of District water distribution, water treatment and production facilities and wastewater collection/treatment system. (a b d e g h i j k l n o q)

Works with District engineering and project staff and consulting engineers when needed, regarding routine repair, replacement, operations and maintenance work for all the field departments; reviews capital improvement and new development plans for consistency with field operations; attends, or delegates the attendance of, all pre-job conferences. Manages the supervision of the coordination of all field activities, and that of contractors contracted to the District for repairs, replacement and maintenance of all field work; works with engineering and project staff and consulting engineers in establishing construction standards. (a b c d f g h i j k l m n q)

Performs research and prepares recommendations; meets and confers with other management personnel to resolve problems and coordinate activities. (a b d g j k q)

Selects department employees; plans, organizes, and assigns work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; recommends and initiates disciplinary action. (a b d e g i j k m q)

Confers with engineers, contractors, District staff, representatives of other public agencies, developers, and members of the general public in addressing problems and issues of concern to the District. (a c d i j k m p q)

Advises and otherwise provides assistance to District Management, District staff, and the public regarding the operations of the District's water distribution, water treatment and production system, wastewater collection and treatment system, equipment maintenance and the warehouse; responds to inquiries and provides information regarding District policies and procedures; ensures compliance with laws, rules, or regulations related to water distribution, water quality, water treatment, water production and wastewater treatment/collections system. (a b c d f g h i j k l m n q)

REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare complex reports on a variety of subjects.
- c. Establish and maintain effective relationships with the community at large, the Board of Directors, General Manager, co-workers, and other public officials.
- d. Plan, direct, and coordinate field operations and maintenance programs and manage multiple departments.
- e. Select, train, supervise and evaluate employees.
- f. Represent the District in a variety of meetings.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated amounts.

- i. Respond to emergency and problem situations in an effective manner.
- j. Understand, explain and apply policies and procedures.
- k. Analyze unusual situations and resolve them through application of management principles and practices.
- l. Develop comprehensive plans to meet future District needs/services.
- m. Deal constructively with conflict and develop effective resolutions.
- n. Plan and enforce a balanced budget.
- o. Develop new policies impacting department operations/procedures.
- p. Interpret financial statements and cost accounting reports.
- q. Meet the physical requirements established by the District.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school, supplemented by college level courses in engineering, construction or a closely related field and a minimum of five years of progressively responsible experience in the production, operations, distribution, construction, and maintenance of water and wastewater systems, water and wastewater treatment plants, including a minimum of three years in a supervisory capacity.

Knowledge and Skill Levels

Thorough knowledge of principles applicable to the repair, replacement, operations, maintenance, of water production, water treatment and distribution systems/wastewater collection/treatment systems; laws, regulations, and ordinances affecting water production and distribution operations; District policies and procedures; safety programs and practices; principles, practices, and procedures of public administration, management, supervision, and modifying administrative procedures; principles of budget preparation and control. Knowledge of groundwater resources.

Physical Requirements

Employees must meet the following requirements which are necessary to successfully perform the essential functions of this class: Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; stand or walk for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 25 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to perform assigned tasks.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record within six months of employment.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Possession of valid DOHS Water Distribution Grade V Certificate; DOHS, Water Treatment Grade III Certificate; State of California, Sewer Collection Grade III Certificate. Possession of valid wastewater Treatment Plan Operator II Certificate (Grad III/V is desirable).

FLSA - EXEMPT
Range 92

1300 Admin/job description /reviewed 3/04