

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Assistant Operations Manager

DEPARTMENT: Operations & Water Quality	ACCOUNTABLE TO: Operations Manager	FLSA STATUS: Non-Exempt
SALARY RANGE:	35	

CLASS SUMMARY: Incumbent is responsible for assisting the Operations Manager with the construction, maintenance, coordination, monitoring and supervision of the potable water distribution system and appurtenances; construction and maintenance of the wastewater collection system; recycled water system infrastructure; oversight of the meter reading functions, recycled water, backflow and facilities maintenance departments and supervision of the electrical department and fleet mechanics. Duties include: supervising staff, supervising Padre Dam’s potable water quality program and collection of potable water samples; troubleshooting problems with the water distribution system; ensuring flows are regulated; supervising day to day operations of the water reclamation and chlorination systems; setting up and monitoring preventive maintenance programs for all areas of responsibilities; overseeing and troubleshooting the repair of infrastructure and appurtenances under area of responsibility; supervising operational tests and evaluating the condition of related and auxiliary equipment; effectively administering the “Time of Use” requirements for electric energy usage; inspecting work done by contractors; providing input for yearly budget considerations; managing cost center expenditures for division, including purchase of equipment and supplies; providing direction and support to the meter shop/meter reading functions, recycled water and backflow programs, facilities maintenance, electricians and fleet mechanics; preparing and maintaining required documents and paperwork; assisting and supporting the Operations Manager in the management and administration of the Operations Department; and other duties as required.

DISTINGUISHING CHARACTERISTICS: This is the second level in a three to five level distribution/maintenance series. The Assistant Manager of Operations is distinguished from the Systems Operators and Construction & Maintenance Supervisors in that the Assistant Manager has broader scope of responsibility in providing administrative oversight, including hiring, discipline and supervision.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary based on area of responsibility.)
1.	Supervises staff to include: assisting with goal setting, assigning and monitoring work, training or ensuring staff are trained, setting performance standards, conducting performance evaluations, resolving conflicts, coaching staff, making hiring, discipline and termination recommendations and reviewing time sheets.
2.	Sets up and monitors preventive maintenance programs for area of responsibility such as potable water distribution system and storage facilities, wastewater collection system and recycled water system infrastructures, meter reading functions, fleet maintenance, electrical, facilities maintenance and/or backflow. Oversees operational tests to determine the condition of equipment and, based on test data, reviews staff recommendations.
3.	Provides information to upper management and staff. Communicates openly and candidly with people at all levels of Padre Dam by freely sharing information so that others may make more informed decisions. Assures that information is being disseminated in a positive, fair and accurate manner among Operations staff.
4.	Tracks, monitors and supervises staff progress on the various maintenance programs such as valve exercise and main flushing; fire hydrant maintenance; distribution system chloramination facilities; valve replacement, fleet maintenance and meter replacement.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary based on area of responsibility.)
5.	Oversees areas of responsibilities including reviewing outstanding work orders; helping to prioritize jobs; tracking progress on jobs, monitoring compliance with various regulatory agencies, coordinating construction and repair scheduling.
6.	Assists in monitoring water quality parameters of both potable and recycled water systems including compliance with state and federal regulations. Works closely with DHS, APCD and other regulatory agencies to ensure Padre Dam is in compliance with all regulations.
7	Inspects work done by contractors ensuring it is completed according to specifications. Advises contractors on the proper set-up and installation of equipment being installed.
8.	Monitors and operates equipment and systems within area of responsibility including control systems and related software. Conducts minor maintenance, troubleshoots and advises maintenance staff on problems with SCADA software and hardware. Compiles data for reports.
9.	Calibrates, operates, and maintains chlorine generating and injection equipment, ammonia injection pumps used for dosing water mains. Uses mathematical formulas to compute proper dosages for injections of chlorine and ammonia.
10.	Plans, coordinates, constructs/installs various District facilities and infrastructure maintenance. Assists with plans and coordinates infrastructure upgrades and equipment modifications.
11.	Reviews drawings/plans received from engineering and recommends changes or additions to projects. Checks drawings to ensure that all aspects are covered.
12.	Purchases equipment and related materials and supplies. Maintains detailed computerized maintenance records.
13.	Negotiates with manufacturers regarding necessary warranty work/repairs.
14.	Assists with department budget development; monitors division cost center and seeks ways to contain costs within division.
15.	Provides information to department head and other staff; attends meetings for information gathering and input for Operations; assists with preparation of reports for presentation to the Board of Directors.
16.	Performs other duties of a similar nature or level.

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Knowledge (position requirements at entry):

- Semi-complex computer controlled water distribution systems;
- Hydraulics;
- Water quality issues;
- Applicable rules and regulations;
- Safety regulations;
- Valves and metering apparatus;
- Pumps and related systems;
- Automatic control valves and solenoids;
- Chlorine and chlorine safety.
- Supervisory theories and management principles
- Construction theories/principles and AWWA standards for the industry;
- Facilities and building maintenance practices.

Skills (position requirements at entry):

- Monitoring water distribution and collection operations;
- Monitoring equipment operation;
- Using precision measuring and hand and power tools;
- Reading and working from maps, blueprints, schematics, technical manuals, and rough sketches;
- Maintaining and troubleshooting problems with pumps, motors and related systems
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, Board of Directors, the general public, etc. sufficient to exchange or convey information and to receive work direction in a professional manner.

Training and Experience (position requirements at entry, depending on area of responsibility):

- Three years of experience in the installation/repair and maintenance of water/wastewater appurtenances
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- 3 years of progressive supervisory experience and management/ administrative experience is desirable.
- Associate's Degree in Water Technology or related field required.

Licensing Requirements (position requirements at entry, depending on area of responsibility):

- Valid California Driver's License;
- Water Distribution Operator Grade D-4 certificate from the State of California, Dept. of Health Services required; Grade D-5 is desirable;
- Grade II CWEA Collection System maintenance, Grade III is desirable;
- Water Treatment Operator Grade T-2 certificate from the State of California, Dept. of Health Services is desirable.

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Physical Requirements:

Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, walking, fingering, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, infectious substances, oils, inadequate lighting, work space restrictions, intense noises and travel and must be able to wear a Self-Contained Breathing Apparatus (SCBA) and Level A suit.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification History:

Date: 7/04; 1/05; 6/06; 4/07