

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Director of Operations and Water Quality

<b>DEPARTMENT:</b> Operations	<b>ACCOUNTABLE TO:</b> General Manager	<b>FLSA STATUS:</b> Exempt
<b>SALARY RANGE:</b> UNCLASSIFIED		
<p><b>CLASS SUMMARY:</b> Under policy direction of the General Manager, incumbent is a member of the senior management team and is responsible for cost-effectively directing the activities of the Operations and Water Quality Department, insuring the health and safety of Padre Dam’s water supply, minimizing water loss, water main breaks and wastewater spills. Duties include: supervising staff; planning and setting goals for departmental activity and environmental stewardship; advising others on related issues; marketing recycled water; providing support services; managing contracts; conducting and organizing training sessions; providing support to the Board of Directors; preparing and monitoring the departmental budget.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The Director of Operations and Water Quality is a stand-alone classification.</p>		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)
1.	Supervises staff to include assisting with goal setting, assigning and monitoring work, ensuring training, resolving conflicts, coaching staff, interviewing applicants, and conducting performance evaluations.
2.	Directs day to day operations to include: managing contracts, setting and conducting meetings, and making presentations.
3.	Directs planning and goal setting for the Department to include determining priorities and establishing timelines and deadlines, ensuring water quality and protecting the environment.
4.	Advises others on related issues by providing and analyzing data.
5.	Provides support to Padre Dam Board of Directors to include: preparing requests for Board action; researching and analyzing data; making presentations, conducting tours and workshops; and attending meetings.
6.	Markets recycled water and manages recycled water customer relations to include visiting customers, distributing program information and evaluating possibilities for plant expansion.
7.	Conducts training sessions for department supervisors to include evaluating training needs, developing training content and syllabus, providing training materials, and developing sessions.
8.	Directs preparation of the departmental budget by determining number of staff needed and

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9.	estimating supply and utility needs, ensuring that works is performed cost-effectively.  Performs other duties of a similar nature or level.

<p><b>Knowledge</b> (position requirements at entry):</p> <ul style="list-style-type: none"> <li>• Managerial and leadership theories and principles;</li> <li>• Wastewater collection and treatment including technology, calculations, processes, and testing regulations;</li> <li>• Water treatment and distribution.</li> </ul>
<p><b>Skills</b> (position requirements at entry):</p> <ul style="list-style-type: none"> <li>• Using laboratory equipment;</li> <li>• Using computers and related software;</li> <li>• Making presentations;</li> <li>• Computing and analyzing technical, financial, and statistical figures;</li> <li>• Gathering and reviewing data;</li> <li>• Making decisions;</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.</li> </ul>
<p><b>Training and Experience</b> (position requirements at entry):</p> <p>Bachelor’s Degree in Engineering, Management, Public Administration or related field and five years increasingly responsible administrative/management experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. A Master’s Degree is preferred.</p>
<p><b>Licensing Requirements</b> (position requirements at entry):</p> <ul style="list-style-type: none"> <li>• Valid California Driver’s License</li> <li>• At least one of the following licenses or certifications is required for this position: <ul style="list-style-type: none"> <li>• Wastewater Treatment Plant Operator Grade IV certificate from the State of California, Water Resources Control Board;</li> <li>• Water Distribution Operator Grade D-4 certificate from the State of California, Dept. of Health Services.</li> </ul> </li> </ul>
<p><b>Physical Requirements:</b></p> <p>Positions in this class typically require: talking, hearing, and seeing.</p> <p>Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>

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**Classification History:**  
Date: 4/98; 10/01; 05/06