

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Operations Manager

DEPARTMENT: Operations & Water Quality	ACCOUNTABLE TO: Director of Operations & Water Quality	FLSA STATUS: Exempt
SALARY RANGE:	40	
<p>CLASS SUMMARY: Incumbent is responsible for assisting and supporting the Director of Operations & Water Quality in the management and administration of the department in the areas of the water and recycled water distribution system, water quality operations, instrumentation and electrical systems, equipment maintenance, facilities maintenance, meter reading and construction maintenance functions. Duties include: managing day to day operations of responsible areas through delegation to subordinates; establishing work schedules; determining priorities; planning and coordinating repairs; assisting in planning and coordinating upgrades and future facilities; assisting with construction maintenance issues; preparing and implementing division budget and assisting in preparing the departmental budget; preparing reports for regulatory agencies; ensuring staff are properly trained; coordinating activities with other departments, governmental agencies and other outside organizations; providing technical and administrative staff assistance, maintaining all required records and reports; and performing related duties as assigned.</p>		
<p>DISTINGUISHING CHARACTERISTICS: This is a stand alone classification which is distinguished from other positions within Operations by its responsibility and accountability for the water quality regulations and distribution system and back-up duties and responsibilities to the Director of Operations & Water Quality.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Supervises assigned staff, or assists Director of Operations & Water Quality in planning and evaluating the performance of other department supervisory staff, to include: assisting with goal setting, assigning and monitoring work, evaluating performance, coaching and motivating staff and ensuring/providing for their training and development, resolving conflicts, and making hiring and discipline recommendations.
2.	Manages and oversees the day to day operations and maintenance in the areas of water and recycled water distribution systems and facilities, water quality operations, instrumentation and electrical systems, equipment maintenance, facilities maintenance, meter reading, backflow/ cross-connection and construction maintenance by establishing maintenance requirements, finding ways to make the facilities and operations run more efficiently, maintaining the inventory needed to accomplish work required around the facilities and/or grounds, conducting observational visits to job sites to monitor work in progress, coordinating with the City of Santee, City of San Diego and County personnel with work related to compliance issues.
3.	Assists in the development and administration of the department budget by recommending changes in staffing and replacement of equipment, vehicles and materials. Implements budget within the parameters of Padre Dam's purchasing policy, including obtaining bids and preparing recommendations for purchase to the Board of Directors.
4.	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.
5.	Assists with plans and coordinates infrastructure upgrades and equipment modification and purchases. Makes recommendations for security of Padre Dam facilities and remote sites. Oversees and makes recommendations on Padre Dam's energy management plan.

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6.	Prepares operational reports for various regulatory agencies and maintains records of operations and maintenance. Prepares Board agenda statements.
7.	Acts as a liaison to other departments and agencies regarding mutual areas of concern.
8.	Assumes responsibility in the absence of the Director of Operations.
9.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry)

- Supervisory theories and principles;
- Basic budgeting theories and principles;
- Hydraulics;
- Water quality standards;
- Basic related theories and principles such as Chemistry and Microbiology;
- Applicable laws, rules and regulations;
- Safety procedures and regulations;
- Maintenance procedures;
- Principles and practices of public administration as they pertain to the water/wastewater utilities.
- Parts and materials used in construction activities Wastewater Collection Systems

Skills (position requirements at entry)

- Monitoring and evaluating staff;
- Managing day to day operations in a water distribution system;
- Scheduling and coordinating maintenance;
- Resolving problems;
- Purchasing materials and equipment;
- Using computers and related software applications;
- Leadership and coaching skills;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Reading blueprints
- Training and making presentations
- Preparing cost estimates

Training and Experience (position requirements at entry)

Associates degree in Management/Administration or related field required, undergraduate work in chemistry, water technology or a related field highly desirable and six years experience in water distribution including three years of supervisory experience; a Bachelors Degree is highly desirable or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry)

- Valid California Driver's License;
- Water Treatment Grade T-2 certificate from the State of California, Dept. of Health Services.
- Water Distribution Grade D-4 certificate from the State of California, Dept. of Health Services.
- Water Distribution Grade D-5 to be obtained within three test cycles from date of hire or appointment.
- Collection Systems Maintenance Grade 2 from California Water Environmental Association to be obtained within three test cycles from date of hire or appointment.

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Physical Requirements:

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

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, poor ventilation, oils, corrosive liquids, inadequate lighting, work space restrictions, intense noises and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Mental Demands:

While performing the duties of this position, the incumbent is regularly required to use written and oral communication skills, read and interpret complex data, information and documents; analyze problems; observe and interpret people and situations; learn and apply new information and skills; work on multiple, concurrent tasks with constant interruptions; work under constantly changing deadlines and interact with those encountered in the course of work, some of whom may be demanding, dissatisfied, upset and/or abusive.

Classification History:

Date: 4/98; 1/02; 1/05; 7/05 ; 3/07