

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Director of AWP

<b>DEPARTMENT:</b> AWP	<b>ACCOUNTABLE TO:</b> Chief Executive Officer/General Manager	<b>FLSA STATUS:</b> Exempt
<b>SALARY RANGE:</b>	<b>UNCLASSIFIED</b>	
<p><b>CLASS SUMMARY:</b> Under policy direction of the Chief Executive Officer/General Manager, incumbent is a member of the executive management team and is responsible for implementing, managing and overseeing the East County Advanced Water Purification (AWP) Program and project related facilities, implementing policies of and supporting both the Padre Dam and East County AWP Joint Powers Authority (JPA) Boards. Duties include: developing and maintaining compliance within program related service agreements and contracts; providing leadership, oversight and advising to the East County AWP Technical Advisory Committee (TAC) and project related partners; overseeing all project and program related controls including - budget, schedule, document management, reporting, and other supporting tools; developing facility operational strategies including evaluating life-cycle costs and system optimization; promoting, marketing and providing outreach and communications for the program; setting goals for departmental activity and environmental stewardship; complying with all local, state, and federal regulations; managing program and project contracts, consultants, professional and as-needed services; providing project management on program related capital improvement projects; supervising staff and department work groups and overseeing employee development; and preparing and monitoring the departmental budget and goals.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The Director of AWP is a stand-alone classification which is distinguished from other classifications by its responsibility for the implementation, design, construction, operation, and maintenance of the East County Advanced Water Purification (AWP) Project and overall oversight of the East County AWP Program.</p>		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)
1.	Provides support to Padre Dam and East County AWP JPA Board of Directors to include: preparing requests for Board action; researching and analyzing data; making presentations, conducting tours and workshops; and attending meetings; works with elected officials/Directors on committees and policy issues. Prepares Board agenda statements.
2.	Oversees and maintains responsibility for the development of the East County AWP project including: implementation (design and construction) of the Project Packages, development of related agreements, contract oversight, management of consultants and contractors, project related permitting, supports public outreach efforts regarding project and obtains legal support as necessary.
3.	Supervises staff to include assisting with goal setting, assigning and monitoring work, ensuring training, resolving conflicts, coaching staff, interviewing applicants, and conducting performance evaluations; succession planning and development of future leadership and staff for the AWP Department.
4.	Directs preparation of the departmental budget by analyzing facility operations incorporating system optimization, planning and implementing CIP related improvement projects, developing equipment renewal and replacement strategies, determining number of staff needed and estimating supply and utility needs, ensuring that works is performed cost-effectively.
5.	Advises others and other District departments on related issues by providing and analyzing data.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
6.	Directs day to day operations to include: managing contracts, setting and conducting meetings, and making presentations, sets the vision and goals of the AWP Department, including Capital Improvement Plan forecasts/analysis for future facilities and system needs; continued assessment of all Program facilities, recommending and planning for systematic replacement and maintenance of all operational facilities.
7.	Follows all proposed legislation, rules and regulations and ensure that Padre Dam and East County AWP JPA interests are represented in comments or testimony.
8.	Prepares reports for various regulatory agencies including by not limited to; State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW), County of San Diego Department of Environmental Health (DEH) and San Diego County Air Pollution Control District (APCD).
9.	Provides leadership for the East County AWP JPA Technical Advisory Committee (TAC) and prepares, schedules, and manages regular meetings to share information or gather input from JPA and Partner Agencies.
10.	Oversees emergency response activities of the department including responses involving JPA and / or Padre Dam related facilities.
11.	Prepares reports, program and project related presentations and shares related information with stakeholders, community members and other interested parties
12.	Participates as a member of the Senior Management Team. Contributes to the Management Team by facilitating discussions, participating in problem solving, decision making and the analysis of strategic issues. Leads the analysis and implementation of all District Operational planning.
13.	Performs other duties of a similar nature or level.

**Knowledge** (position requirements at entry):

- Current managerial and leadership theories and principles; motivational practices, theories and applications.
- Wastewater collection and treatment including technology, calculations, processes, and testing regulations;
- Water treatment, including advanced water treatment, and distribution; hydraulic theories and principles, State and Federal regulations.
- Public relations/customer service principals/ theories.

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### Skills (position requirements at entry):

- Basic use and theories of laboratory equipment;
- Using computers and related software;
- Making and presenting reports presentations;
- Computing and analyzing technical, financial, and statistical figures;
- Gathering and reviewing data;
- Making critical decisions in a timely manner;
- 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.
- Ability to receive and convey information in open public meetings at times with a negative or hostile attendance/audience.
- Policy enforcement.
- Workforce partnerships.

### Training and Experience (position requirements at entry):

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.

### Licensing Requirements (position requirements at entry):

- Valid California Driver's License
- At least one of the following licenses or certifications is required for this position:
  - Water Distribution Operator Grade D5 Certificate from the State Water Resources Control Board;
  - Water Treatment Plant Operator Grade 2 certificate from the State of California, Water Resources Control Board;
  - Advanced Water Treatment Operator Certification Grade 3, CA-NV American Water Works Association;
  - CWEA (California Water Environment Association) Collections System Maintenance Grade 3;
  - Registration as a Civil Engineer in the State of California.

**Safety Priorities:** Knowledge of general office and field safety, general emergency response techniques for hazardous chemical spills, safety when working around traffic in the public right of way, and defensive driving techniques. Understanding of Padre Dam's Safety Rules and Regulations, accident and injury reporting policies, and Padre Dam's Policy and Procedures for Violence in the Workplace. Ability to complete safety training and work in a safe and efficient manner

### Physical Requirements:

Positions in this class typically require: talking, hearing, and seeing.

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.

### Classification History:

Date: New Classification 12/02/20