TITLE: Director of Operations  
SECTION: Operations  

DEPARTMENT: Operations  

REPORTING RELATIONSHIP:  
Reports to: General Manager-Chief Engineer  
Directly supervises the following positions:  
- Domestic Superintendent, Production and Distribution  
- Domestic Superintendent, Construction and Maintenance  
- Sanitation Superintendent  

DEFINITION:  
Under administrative direction, to plan, organize direct the maintenance, construction and operations functions of the domestic and sanitation divisions. Provides highly responsible and complex administrative support to the General Manager/Chief Engineer. This classification can be distinguished by its high-level management, supervisory and policy direction responsibilities.  

ESSENTIAL FUNCTIONS:  
1. Oversees the planning and direction of activities of the domestic water and sanitation branches while effectively motivating employees and meeting the goals of the department and the district.  
2. Directs the preparation and administration of the annual departmental budget, monitoring expenditures and responding appropriately to variations.  
3. Assess and participates in the preparation of capital improvement programs, projects, and reports relating to current and long-range operations and maintenance planning.  
4. Reviews employee effectiveness and personnel evaluations with superintendents and supervises, assigns, reviews and evaluates the work of staff; establishes and provides training and development, goals, objectives and performance standards.  
5. Acts as a resource and mentor to subordinate staff; instructs and advises departmental staff on the technical and administrative phases of operation work and personnel matters.  
6. Advises the General Manager-Chief Engineer on planning, design, construction, and other related matters pertaining to operational activities.  
7. Represents the district and makes formal presentations on a variety of operational topics to the Board of Directors, other agencies, conferences, employee groups and the public.  
8. Leads the Districts emergency response activities, including responsibility for all drinking water, irrigation, stormwater and sanitation functions.
9. Leads the districts negotiations on all operational issues with outside agencies and groups.

10. Handles additional high-level external assignments and represents the district as assigned by the General Manager-Chief Engineer.

**DESIRED MINIMUM QUALIFICATIONS:**

**License or Certificates:** Valid California Operators license issued by the State Department of Motor Vehicles is required. Department of Motor Vehicles driving record may influence employment or classification.

Possession of a D5 water distribution issued by the Department of Health Services is desirable.

Possession of a California Grade 5 in Wastewater Operators certificate is desirable.

Possession of a California Grade 5 Water Treatment Operators certificate is desirable.

Possession of a valid certification of registration as a civil engineer issued by the State of California is desirable.

**Knowledge of:**
Principles, practices and trends involved in the operation of a large water production and distribution system
Principles, practices and trends involved in the operation of a large sanitation and collection system
Principles and practices of civil engineering with particular emphasis on the design and construction of water development and distribution systems, sanitation collection and reclamation, and other hydraulic projects;
State and Federal laws, programs and regulations relating to water quality, water pollution, and environmental compliance,
Public finance, budget development and control
Principles and practices of public relations and speaking;
Principles of administration, organization, planning, staffing, and supervision.
Principles and practices of business communications
Computer fundamentals

**Abilities:**
To conceive, plan, direct, and coordinate long range domestic water and sanitation programs containing complex interrelationships and a variety of functional specialties;
To prepare and carry out departmental and district policies relating to personnel, budget, training, and organization;
To coordinate departmental activities with other district functions and outside public and private organizations;
Keep abreast of new ideas, trends, programs, laws, and concepts in the fields of sanitation, water production and water use.
Effectively participate in a wide variety of conferences and meetings
Prepare and review comprehensive, technical reports;
Work effectively and cooperatively with several levels of government, the public, and District employees.
Exercise sound independent judgement with in general policy guidelines.

**Education and Experience:** Any combination of education and experience which would likely provide the required knowledge and abilities is qualifying. A typical candidate would have successfully completed a four year degree program from a recognized college or university with a major in business, public administration, civil engineering or a closely related field and a minimum of ten years of broad and extensive experience in professional work, including five years of increasing responsibility in supervisory experience in the operations, planning, design, construction and maintenance of water, sanitation, and irrigation facilities. Proven experience at a management or assistant management level with administration of a variety of projects is highly desirable

**PHYSICAL REQUIREMENTS:**

Driving: Light to moderate, drives light truck or sedan with automatic transmission.

Sitting: Majority of work involves sitting at a desk.

Walking: Walking to various parts of district complex on paved and unpaved areas; on uneven ground and at construction sites

Vision: Requires near and far vision; reads plans and uses computer CRT.

Hearing: Requires average hearing, uses telephone to communicate.