JOB DESCRIPTION

Coachella Valley Water District Date: May 2013

TITLE: Assistant Director of Operations

DEPARTMENT: Operations SRN: E - 7

REPORTING RELATIONSHIP:

Supervised by: Director of Operations

Supervises the following positions: Chief Servicewoker, Backflow / Meter Repair Supervisor, Domestic Supervisor, Collections Systems Supervisor, Chief Plant Operator, Wastewater Reclamation Supervisor

DEFINITION: Under general direction, the core function of this position is to plan, organize, and direct the operations of the District’s domestic water, sanitation, and/or nonpotable water systems. This includes maintenance and construction activities, performed by staff reporting to the Assistant Director as well as by other departments and contractors.

ESSENTIAL FUNCTIONS:

1. Under the direction of the Director of Operations, oversees the planning and direction of activities of the domestic water and/or sanitation branches while effectively motivating employees and meeting the goals of the department and the district.

2. Plays a major role in the preparation and administration of the annual departmental budget, monitoring expenditures and responding appropriately to variations.

3. Assesses 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 Director or General Manager-Chief Engineer on planning, design, construction, and other related matters pertaining to operational activities.

7. May represent 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.
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ESSENTIAL FUNCTIONS (Cont.):

8. Leads the Districts emergency response activities, including responsibility for all drinking water, irrigation, stormwater and sanitation functions.

9. Handles additional external assignments and represents the district as assigned by the Director of Operations.

MINIMUM QUALIFICATIONS:

License or Certificate:
Possession of one or more of the following valid licenses or certifications;

1. License as a Professional Engineer in Civil Engineering issued by the State of California Board for Professional Engineers, Land Surveyors and Geologists.

2. Water Distribution Operator Grade D5 Certificate issued by the State of California Department of Health Services.


4. Wastewater Treatment Plant Operator Grade V issued by the State of California State Water Resources Control Board.


And

Must possess a valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Education:

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 college or university with a major in business, public administration, civil engineering or a closely related field and a minimum of five years of broad and extensive experience in professional work, including 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 mid-management level with administration of a variety of projects is highly desirable.
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MINIMUM QUALIFICATIONS (CONT.):

Knowledge:

1. Principles, practices, and trends involved in the operation of a large water production and distribution system.
2. Principles, practices, and trends involved in the operation of a large wastewater treatment systems.
3. Principles, practices, and trends involved in the operation of a large sanitation and collection system.
4. 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.
5. State and Federal laws, programs and regulations relating to water quality, water pollution, and environmental compliance.
6. Public finance, budget development and control.
7. Principles and practices of public relations and speaking.
8. Principles of administration, organization, planning, staffing, and supervision.

Abilities:

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

1. Will work weekends, evenings, holidays, overtime and standby when required.
2. Will work in extreme weather conditions including heat and rain. Also will work in areas containing chemicals, dust, fumes, and vapors.
3. Drives District vehicles to job sites and uses a two-way radio to communicate. Driving: Heavy.
4. Brings equipment and materials to job sites including over rough terrain.

See Human Resources for physical assessment form.