



FLSA: EXEMPT

Section: Domestic Water, Production

Class: Operations Manager

Salary Schedule: S-27

OPERATIONS MANAGER DOMESTIC WATER PRODUCTION

DEFINITION

Under general direction, the core function of this position is to plan, organize and direct the production and operations of CVWD's Domestic Water System. The position will oversee the planning, scheduling, and resource allocation and optimization of all labor, materials and equipment within the Domestic Water Production/Operations Divisions, and other related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Director of Domestic Water Operations. Exercises direct and general supervision over the following personnel: Domestic Treatment/Metering Supervisor, and Domestic Water Production Supervisor.

CLASS CHARACTERISTICS

This is a management level classification responsible for planning, assigning, monitoring, coordinating and evaluating the work of the District's Domestic Water Production and Operations. This class provides management level assistance to the Assistant Director of Domestic Water, and the Assistant General Manager of Operations. This class is accountable for accomplishing goals and objectives as established by the Assistant Director of Domestic Water, and implementing the policies of the District and representing management with employees, contractors/vendors, community organizations and the general public.

EXAMPLES OF ESSENTIAL FUNCTIONS without limitation

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Under the direction of the Assistant Director of Domestic Water Operations, assists with the planning, production and operation of CVWD's Domestic Water System.
- Oversees the allocation of all equipment, material, and personnel to optimize resources for Domestic Water Production and Operation, and provide support to improve internal and external customer service for Domestic Water Operations, Construction, and Maintenance.
- Plays a support role in the preparation of the annual Domestic Water budget, and provides input into long-term planning, scheduling, and the prioritization of system (capital) improvements.
- Assists in the enhancement of departmental training programs. Holds regular safety meeting and looks for educational and cross-training opportunities for development of employees and their career paths.
- Plays a key role in the development, implementation, and maintenance of a comprehensive preventative maintenance program for Domestic Water Operations.
- Ensures that employees, consultants, and contractors adhere to CVWD policies and procedures, and conform to health and safety compliance, fugitive dust mitigation, and other related permitting.
- Assists in the development of departmental performance standards, supervisory performance goals, the employee evaluation process, and the implementation of performance improvement plans as needed.

- Coordinates closely with the Engineering, Environmental Services, Facilities & Maintenance, Finance, and Service Departments to assist with design reviews, service outages, and other related requests.
- Develops and assists with the procurement of contractors, suppliers, consultants, and equipment rentals, and upon engagement, provides project management and administration of contracts and agreements.
- Play a lead role in the implementation of Asset Management with regards to the Domestic Water System
- Perform other related duties and responsibilities as directed.

QUALIFICATIONS

Knowledge of:

- Principles of supervision, conflict resolution, training and leadership development.
- Operations, construction, production scheduling, and optimization of resources
- State and federal regulations regarding large domestic water systems.
- Public finance, budget development and administration, and job costing.
- Regulatory issues related to environmental permitting, fugitive dust compliance, confined space, and health and safety standards.
- Principles of the design, operation/production, construction and maintenance of water systems.
- Principles and practices of pipeline hydraulics and pumping systems.
- Business communications, public speaking, and customer service.
- Customer service principles, practices and methods;
- Public Sector unionized environment.

Ability to:

- Plan, direct and supervise the work of multiple divisions in a collaborative manner.
- Evaluate and recommend improvements in operations, policies and procedures;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set division priorities and schedules, and meet critical time deadlines;
- Evaluate trends and performance metrics and prepare technical reports.
- Research innovative materials and equipment and provide cost/benefit recommendations.
- Formulate and implement an effective preventative maintenance program to maximize efficiencies and resource allocation within Domestic Water Production/Operations.
- Work cooperatively with various public agencies, consultants, and customers.
- Exercise sound judgement in the implementation of CVWD policy guidelines.
- Communicate effectively both verbally and in writing.
- Maintain accurate files and records;
- Operate modern office equipment including computer equipment and specialized software applications;
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; work with a workforce with diverse background and abilities;
- Manage multiple task/multiple priorities with frequent interruption and the ability to maintain confidentiality.

Education and Experience:

License or Certificates:

Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. A Class "A" commercial license is desirable.

Education:

Distribution 5 (D5) and Treatment 2 (T2) Certifications are required.

High school diploma or equivalent. Minimum of eighteen (18) credit units of Supervision/Leadership, Project Management, Construction Management, Water Distribution from a CVWD approved certification program or similarly accredited college or university. Possession of a Bachelor's degree or higher from an accredited college or university satisfies this requirement.

Experience:

Ten (10) years of increasing responsibility in activities related to the production and operations of large Domestic Water Systems and other related public works infrastructure. This position requires a minimum of five (5) years of direct supervisory experience within production, construction, operations, or maintenance.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds. Drives District vehicle to various sites and meetings.

ENVIRONMENTAL ELEMENTS

This classification works in an office environment with moderate noise levels, controlled temperature conditions, may come into contact with exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

READ AND ACKNOWLEDGED:

Employee Signature

_____/_____/_____
Date

Employee Name (Printed)