

VALLEY CENTER MUNICIPAL WATER DISTRICT
DIRECTOR OF OPERATIONS/FACILITIES

DEFINITION

Under general direction of the General Manager, incumbent plans, organizes, and directs, through subordinate supervisors, the operations and maintenance of water, wastewater, pumping, and related systems and facilities.

CLASS CHARACTERISTICS

This is an exempt, single incumbent, department head level class responsible for planning, organizing, and directing, through subordinate supervisors, the operation and maintenance of water, wastewater, pumping, and related systems and facilities. Incumbent serves as the District's Chief Code Enforcement Officer and Safety Officer. Responds to emergencies as needed and serves on-call 24 hours a day/seven days a week.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Supervises staff to include: planning, assigning, supervising, reviewing and evaluating work; conducting performance evaluations; ensures that employees follow policies and procedures; provides staff training and development; maintains high levels of customer service; makes hiring, termination, and disciplinary recommendations.

Manages and oversees operations of assigned divisions; develops and implements goals, objectives and work standards for the District's water, wastewater, vehicle maintenance, purchasing/warehousing operations, safety/regulatory compliance and water and wastewater facilities maintenance activities.

Formulates and implements operating policies and procedures within administrative guidelines; develops and administers the departmental budget; prepares cost projections and estimates for departmental activities; monitors departmental expenditures.

Establishes and implements District operations and maintenance policies and procedures; coordinates operations and maintenance activities with other District functions as needed; serves as Incident Manager during emergency events.

Provides long range planning and development of the department; identifies problems, determines analytical approach, obtains and analyzes necessary information; evaluates alternative courses of action and makes recommendations regarding operational activities.

Prepares or directs the preparation of a variety of records and periodic and special reports related to department activities; prepares a wide variety of technical reports, correspondence and other written materials.

Ensures that department functions are carried out in a safe and efficient manner; provides for safety training as necessary.

Personally responds to inquiries and complaints from the public; attends meetings with other departments, District staff, citizens and organizations.

Orders a variety of office equipment.

Establishes and maintains cooperative working relationships with co-workers, outside agencies and the public.

Observe safe work practices and safety methods.

Performs other duties as assigned.

QUALIFICATION GUIDELINES

Knowledge of: Supervisory principles and practices; administrative principles and techniques, including planning, budgeting, safety, staff organization and development; industrial safety principles and practices; applicable laws and regulations; operational principles including limitations and general maintenance requirements of pumps, motors, piping systems and appurtenances, and related water treatment and distribution equipment; principles and procedures of water quality control programs; principles and practices of maintenance and operations, with particular reference to the operation of water supply and wastewater reclamation systems and facilities; principles, practices and operational methods of water treatment, storage and distribution; computer applications and related software; principles and practices of industrial safety; principles and practices of code enforcement; federal, state and local laws relating to water quality, wastewater treatment, storage and distribution.

Ability to: Plan, organize, coordinate, review and evaluate the work of several divisions; deal effectively with administrative and operational matters through supervisory staff; direct the maintenance of accurate records and prepare clear and concise reports; develop and implement work standards and policies and procedures; analyze complex budgetary, operational, and supervisory problems, evaluate alternatives, and reach sound conclusions; implement necessary actions and coordinate emergency events; deal with stressful situations and difficult or angry people effectively; communicate clearly and concisely and be understood while using the District's radio communication system; and, establish and maintain effective working relationships with other employees and those contacted in the course of the work.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: Equivalent to an Associate's Degree, or equivalent coursework in Water / Wastewater Technology, or a related field. A Bachelor's degree in public or business administration, project management, engineering or a related field, is highly desirable.

Experience: A minimum of eight years of progressively responsible supervisory and management experience in a water / wastewater agency; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

License and Certifications: California Class C Driver's License, and possession of a State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 3. Possession of a Grade 4, or the demonstrated ability to obtain within 36 months of date of appointment is highly desirable. Possession of, or the ability to obtain the required certifications to function as Incident Manager during emergency events is highly desirable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the incumbent is frequently required to sit, talk, hear, use hands and fingers to grasp and feel objects, tools, or controls; reach with hands and arms. The incumbent may occasionally climb or balance, stoop, kneel, crouch, crawl, or lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

While performing the duties of this job, the incumbent typically works in an office setting. The incumbent is occasionally exposed to moving mechanical parts and outside weather conditions. The incumbent is occasionally exposed to fumes or airborne particles, wet/humid conditions and toxic or caustic chemicals. The noise level ranges from moderate to very loud.

POSITION DESCRIPTION APPROVED:



General Manager

9/9/2020
Date