

CITY OF SAN JUAN CAPISTRANO

ASSISTANT UTILITIES DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, manage, supervise and coordinate the City's water engineering activities; to oversee engineering work pertaining to the capital expansion and replacement of water distribution facilities; to review water related plan check and inspection processes; to provide oversight in relation to Groundwater Recovery Plant operations; to oversee the administration of contractual agreements with other water districts; and to provide highly responsible and complex administrative support to the Utilities Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Utilities Director.

Exercises direct supervision over professional and operational staff.

ESSENTIAL FUNCTION STATEMENTS – *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assists in the planning, directing, and reviewing of the activities and operation of the Utilities Department; assists in the administration of the overall operation of the department, including water supply operations; directs the maintenance activities of utility services to ensure that systems are adequately maintained to provide safe and reliable service to the community; assesses community service requirements and expectations and develops appropriate methods to meet service requirements; ensures the maximum utilization of manpower, equipment, and supplies; provides services at a level that minimizes customer complaints to the maximum extent possible while ensuring timely responses to and resolution of all customer concerns and inquiries.
2. Communicates with ground water recovery plant operator; works cooperatively with the operator in the efficient and safe production and distribution of water that meets the requirements of the Department of Health Services; works with plant operator to resolve operational inconsistencies in the production and distribution of water;
3. Participates in the development, planning and implementation of Utilities Department goals and objectives; develops, recommends and administers approved policies and procedures; coordinates departmental activities with those of other City departments and outside agencies and organizations; provides professional and technical advice and assistance to the Utilities Director on matters related to departmental functions; prepares and presents staff reports and answers questions.
4. Plans, organizes, selects and supervises the work of departmental staff; coaches, motivates, monitors, corrects, and evaluates staff performance; develops and implements staff training programs and plans; recommends employee recognition, discipline and termination; ensures that City personnel policies and employee agreements are implemented and applied consistently within the department.

CITY OF SAN JUAN CAPISTRANO
Assistant Utilities Director (*Continued*)

5. Participates in the development of the departmental operating and capital budget; participates in the forecast of revenue, expenses and additional funds needed for staffing, equipment, materials, and supplies; ensures that operating costs, and the maintenance of an adequate level of reserves necessary for upgrades and maintenance of the physical infrastructure, will remain in alignment with projected revenues based upon the water rate structure; oversees the approved departmental budget and guides subordinate managers in developing and administering division and unit budgets;
6. Represents the City and participates in professional and public meetings and organizations as appropriate; provides staff support and advises commissions, committees, and task forces and other groups as appointed by the Utilities Director and/or the City Council; attends staff meetings; participates in mandated training and staff development; responds to and meets with property owners, homeowner groups, business districts, and the public; meets with, provides information and negotiates with various regulatory agencies to satisfy requirements; represents the City as a witness to legal actions.
7. Oversees and directs the planning, design and implementation of capital projects involving the expansion and replacement of City water distribution facilities; coordinates capital expansion program activities with daily water systems operations.
8. Reviews and evaluates overall City water and sewer systems operations; examines operational changes that impact planned capital facilities; oversees the development of the capital expansion program projects to facilitate an increase in the utility systems operational reliability and/or decrease in system operational costs.
9. Reports to the Utilities Commission, Utilities Director, and City Council regarding operational and engineering related issues and the status of capital expansion program activities.
10. Provides oversight for Groundwater Recovery Plant operations; develops and negotiates the implementation of operational and/or capital solutions as required.
11. Directs the plan check and inspection process involving developer constructed facilities; ensures the proper integration of plans with the water and sewer systems.
12. Provides staff assistance and technical support to the Utilities Director; prepares and maintains a variety of departmental reports, records and documentation.
13. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of utility planning, design, construction and operations of water.
- Principles and practices of organization, administration and personnel management and leadership,
- Principles and techniques of municipal budget development and administration.
- Applicable Federal, State, and local laws, ordinances, codes, and regulations.
- Modern office practices, procedures, methods and equipment.
- Principles of supervision, training and performance evaluation.
- Principles and practices of civil engineering.
- Water engineering administration principles.
- Current trends and developments in the field of water engineering.
- Capital expansion programs pertaining to municipal water systems.
- Water engineering plan check and inspection processes.

CITY OF SAN JUAN CAPISTRANO
Assistant Utilities Director (*Continued*)

- Contract negotiation and administration principles.
- Groundwater recovery plant operations.
- Geographic information systems principles.

Skill in:

- Directing, planning and organizing the activities of a municipal utilities department with responsibility for water operations.
- Analyzing problems; identifying alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpreting and applying City policies, procedures, rules and regulations.
- Developing and administering sound departmental policies and procedures.
- Staying abreast of regulations, new trends, innovations, standards and guidelines in the field of water resources, improvements, and construction.
- Selecting, supervising, training, and evaluating personnel.
- Preparing and administering a departmental budget.
- Reviewing and evaluating City water and systems operations.
- Developing projects to facilitate an increase in water system reliability or lower operational costs.
- Directing capital projects involving the expansion and replacement of water distribution facilities.
- Communicating clearly and concisely both orally and in writing.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible sewer, water engineering, planning, operations and maintenance experience, including at least three years of responsible management and supervisory level experience in water operations.

Training:

Equivalent to a Bachelor's degree in engineering, water resources, environmental science, public administration, business administration or a closely related field. A Master's degree in engineering, public administration, or a related field is desirable.

LICENSE/CERTIFICATE

- Possession of, or ability to obtain, a valid and appropriate California driver license is required.
- Possession of current licensing as a Registered Professional Engineer in Civil Engineering issued by the State Board of Registration for Professional Engineers in the State of California, is desirable.
- Possession of, or ability to obtain, D4 Water Distribution Operator certification issued by the California Department of Health Services.
- Possession of, or ability to obtain, Collection System Maintenance Grade III certification issued by the California Water Environment Association (CWEA).

WORKING CONDITIONS

Environmental Conditions:

Office environment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time.