

CITY OF SAN JUAN CAPISTRANO

WATER OPERATIONS MANAGER

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 manage, supervise, and coordinate the activities of the maintenance and operation of the Water Division within the Public Works Department. To respond to requests and inquiries from the general public; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Public Works Director.

Exercises direct supervision over supervisory and field crew.

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

Essential Functions:

1. Assumes management responsibility for all services and activities of water utility and field operations; recommends and administers policies and procedures.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
3. Manages and participates in the development and administration of the water utility and field operations annual budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; directs and implements adjustments as necessary.
4. Prepares and administers the water operations budget.
5. Serves as liaison for engineering and field operations with other department, divisions, and outside agencies; coordinates activities and operations.
6. Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water system operations.
7. Ensures that the City and consumers have ample amount of uninterrupted water supply; ensures that drinking water meets quality standards and requirements regulated by the State Health Department.

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Essential Functions:

8. Monitors SCADA system and pump station operations; documents system readings and program system as needed to ensure an ample water supply.
9. Monitors the quality and quantity of water and maintenance of pumps, wells, control valves, and appurtances.
10. Documents readings of water used from import and well meters; documents and follow ups on field problems and reports of customer complaints.
11. Reviews and documents daily field activity hours spent on specific projects and assignments.
12. Coordinates safety activities; ensures the adherence to standard safety precautions
13. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
14. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of water quality testing.
Principles and practices of program development and administration.
Occupational hazards and standard safety precautions.
Principles ad procedures of record keeping.
Pertinent Federal, State and local codes, laws and regulations.
Operational characteristics, services and activities of a water production and distribution system.
Principles and practices of water operations.
Modern and complex principles and practices of program development and administration.
Principles and practices of project management.
Advanced principles and practices of municipal budget preparation and administration
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.
Knowledge of customer services.

Skill in:

Ensuring that the City and consumers have an ample amount of uninterrupted water supply.
Monitoring SCADA system and pump station operations.
Documenting and maintaining data on water distribution and supply activities.
Researching, analyzing, and evaluating new service delivery methods and techniques.
Interpreting and applying Federal, State and local policies, laws, and regulations.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Selecting, supervising, training, and evaluating staff.
Recommending and implementing goals, objectives and practices for providing effective and efficient engineering services.
Preparing and administering the department budget.
Interpreting and applying Federal, State and local policies, procedures, laws, and regulations.
Communicating clearly and concisely, both orally and in writing.

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 experience in the operation, maintenance, and construction of water production and distribution systems, including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university in Water Science, Chemistry, Engineering, environmental, or related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid Water Distribution, Grade IV certificate.

Possession of, or ability to obtain, an appropriate, valid Water Treatment Operator II certificate.

Possession of, or ability to obtain, an appropriate, valid driver license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases and inclement weather conditions; work around heavy construction equipment.

Physical Conditions:

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