



Hi-Desert Water District Classification Specification

Job Title: Director of Water Operations

Job Grade: 19

FLSA Status: Exempt

Date: August 31, 2016

JOB SUMMARY

Under direction of the Assistant General Manager, organizes, manages, and directs the operations and engineering functions of the District in support of the water distribution system. Responsible for the operation and maintenance of the District's water distribution and treatment facilities in accordance with State, Federal and District rules, regulations, standards, policies and goals. Manages the District's native groundwater resources through strategic planning of water production, and supervision of the District's imported water acquisition and delivery. Coordinates, plans and provides complex project management to District projects, including contract administration, construction oversight, and public outreach. Acts as the District's liaison to professional consultants, and State, Federal and local agencies.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Manages the water distribution and treatment operations of the District including the operation, maintenance, and construction of District facilities in a safe, responsible, and proficient manner.
- Serves as State Water Resources Control Board qualified, District certified Chief Operator.
- Plans the District's rehabilitation, maintenance, and upgrading of District's facilities through:
 - Defining and recommending operations objectives, short-term and long range plans and programs and developing capital expenditure, and operations and maintenance budget to support plans.
 - Developing specifications, directing design and development projects to upgrade or rehabilitate existing water systems.
 - Conducting studies to improve departmental productivity.
 - Providing procedures necessary to document and maintain proper control of ongoing development projects and construction, maintenance, and related operational activities.
 - Coordinating with consulting firms and representatives on the development of planning and capital works projects.

- Directs the preparation of reports, cost estimates, manpower and facilities requirements forecasts, and required documentation required by regulatory agencies.
- Resolves major technical problems and provides technical and operation guidance to outside consultants and members of staff.
- Responds to customer inquiries and complaints regarding water system operations.
- Attends workshops, seminars, and conventions to maintain knowledge of water systems operations and water quality.
- Performs spot inspections of District operations to determine the proper use of District assets.
- Ensures employees receive proper training and maintain requirements as outlined by the District's job descriptions.
- Provides input and/or determines proper disciplinary action for field employees that are in violation of the District's rules and regulations.
- Communicates, plans, and ensures delivery of information as needed to state and federal regulatory or oversight agencies regarding the extraction, recharge, distribution, treatment, and operation of the District's water supply.
- Reviews and revises operating procedures and protocol pertaining to field operations.
- Performs additional duties as assigned.

JOB SPECIFICATIONS

Knowledge of:

- Strong working knowledge of water distribution facilities.
- Strong working knowledge of water system operations and techniques of water treatment.
- Waterworks construction practices and materials.
- Principles and practices of Capital expenditure planning and budgeting.
- Principles and practices of Operation and Maintenance budget development and administration.
- Stock and inventory control methods.
- Relevant Federal, State and local laws and regulations
- Principles and practices of supervisory and employee relations, human resources management, and laws.
- Safety procedures and regulations, safe work practices and safety equipment related to the work.
- District policies, rules, regulations and procedures.

Skills and Abilities:

- Anticipate and solve problems.
- Translate organizational goals into effective operations policies and procedures.
- Plan, organize, coordinate, and direct multiple field operations.
- Listen and effectively and courteously interface with customers.
- Provide leadership and guidance to District employees.
- Skillfully and safely operate a motor vehicle when required in the course of performing work duties.
- Exercise independent judgment and initiative within established guidelines.
- Interpret local, State and Federal laws and regulations.
- Operate a computer workstation using typical office software at an intermediate level.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Physical Demands

- Work in an office environment with some exposure to dust, dirt and hazardous materials. Work in an outdoor environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Frequently stoops, kneels, crouches, crawls, and climbs during field work. Walk, stand and crouch on narrow, slippery, or erratically moving surfaces, or uneven terrain.
- Work at a desk, stand, walk and sit for extended time periods.
- Able to carry, push, pull, reach and lift objects of medium to heavy weight such as equipment and tools up to 50 pounds. Hearing and vision within normal ranges with or without correction.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-on-one and group settings; regularly use a telephone and two-way radio for communication.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment and tools. Operate office equipment such as computer and keyboard, copiers, and fax machines; look at computer monitor for extended time periods.
- Travel by vehicle while conducting District business.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed government officials, media representatives, business and community leaders, employees, financial institutions, consultants, vendors, the public and others encountered in the course of work.

QUALIFICATIONS

Education, Training and/or Previous Work Experience

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

- High school diploma or equivalent. College level courses in related subject desirable.
- Minimum of five (5) years of progressively responsible experience in the operation and maintenance of water distribution and supply systems, and a minimum of two (2) years of managerial or supervisory experience.

License / Certificate:

- Possession of an appropriate California Class A Driver's license, with Air Brake and Tanker endorsement, as issued by the State of California and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.
- Possession of a California State Water Resources Control Board Grade II Water Treatment Operator certificate.

- Possession of a California State Water Resources Control Board Grade IV Water Distribution Operator certificate.

Other requirements:

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.
- This is a safety-related position subject to the District's Drug Prevention and Employee Testing Program.