



Hi-Desert Water District Classification Specification

Job Title: Assistant General Manager - Operations

Job Grade: 21

FLSA Status: Exempt

Date: February 2020

JOB SUMMARY

The Assistant General Manager – Operations (AGM-Operations) organizes, manages, and directs the operations and engineering functions of the District in support of the water and wastewater enterprises. 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. The AGM-Operations reports to the General Manager.

DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Oversees the District’s water distribution/treatment operations, and wastewater reclamation facility and collections system, including the operation, maintenance, and construction of all District facilities in a safe, responsible, and proficient manner consistent with District mission and strategic goals.
2. Serves as CDPH qualified, certified District Chief Operator.
3. Communicates, plans, and ensures delivery of information as required to state and federal regulatory and oversight agencies regarding the extraction, recharge, distribution, treatment and operation of the district’s water supply.
4. Performs field spot inspections to ascertain proper use of District assets, and compliance with safety best practices.
5. Prepares and monitors capital, consulting, project and engineering budgets and projections.
6. Supervises consultant preparation of designs, specifications, plans, estimates, and reports for the development and modification of District capital projects and various facilities and appurtenances, including adherence to District operations and engineering standards.
7. Manages the bid process providing general guidance to consultants on submission of bids and contracts; evaluates proposals; recommends project award; administers contract after award.
8. Assists in the management of the District’s Wastewater Reclamation Project, including design, bidding and construction; assists in managing District interaction with project-related agencies, consultants and contractors.

9. Coordinates the District's Development and Planning Services activities relating to residential and commercial development.
10. Assists in the development of the Water Rate Study and Wastewater Rate Study.
11. Assists in creation of long-range plans including, but not limited to, the Urban Water Management Plan, Integrated Wastewater Management Plan, Water Master Plan, Sewer Master Plan, Capital Improvement Plan, Facility Master Plan, and Watermaster Plan.
12. Monitors changes in laws, regulations, and technology that may affect the water and wastewater enterprises.
13. Confers with and provides information to property owners, developers, architects, and the public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluate alternatives; responds to customer inquiries and complaints regarding water and wastewater system operations.
14. Supervises senior level operations staff, directs organization of operations department, provides input on all operations employee training, evaluations, and discipline; supervises engineering staff as needed.
15. Acts as the District's liaison to a variety of committees, commissions, and boards; provides support to the General Manager in creating presentations for the District's Board of Directors and the public; represents the General Manager at meetings and conferences as directed.
16. Attend workshops, seminars, and conventions to advance knowledge of water and wastewater systems, water quality control, and senior level management skills.

Special Requirements

The position of AGM-Operations requires:

- Possession of an appropriate California Driver's License, with a satisfactory driving record free from multiple or serious traffic violations or accidents for at least two (2) years.
- Proof of a good driving record free from multiple or serious traffic violations or accidents for a period of at least two years.
- Possession of a California Department of Public Health Grade II Water Treatment Operator certificate.
- Possession of a California Department of Public Health Grade IV Water Distribution Operator certificate.

Physical Requirements

The position of AGM-Operations requires the following physical activity:

- Travels by airplane and automobile in conducting District business.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Regularly uses a telephone and mobile radio for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Hearing and vision within normal ranges with or without correction.

- Walks, stands and crouches on narrow, slippery, or erratically moving surfaces, or uneven terrain.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one, and group settings.
- Stands and walks for extended time periods.
- Sits for extended time periods.

Minimum Qualifications

Any combination of experience and training that would provide the knowledge and abilities to perform the position of AGM-Operations is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- A minimum of 10 years progressive experience in the operation and maintenance of water distribution and supply systems, and a minimum of 3 years supervision or management experience.
- Minimum 3 years of project management experience on infrastructure and/or engineering projects.
- Experience working with a special district, public works and Board of Directors.
- Bachelor's degree in engineering, Public or Business Administration, Environmental Science or related field is preferred.