VALLECITOS WATER DISTRICT

OPERATIONS & MAINTENANCE MANAGER

DEFINITION

Under general direction, manages the District’s water and wastewater operations and maintenance, wastewater treatment plant, landscape maintenance, mechanical/electrical repairs and maintenance, vehicle maintenance shop, and construction; formulates and implements operating policies and procedures within general administrative guidelines; develops the department budget; and performs related work as assigned.

CLASS CHARACTERISTICS

This single position class reports to the General Manager and is responsible for the development and management of functions related to the District's water and wastewater operations and maintenance, wastewater treatment plant, mechanical/electrical repairs and maintenance, landscape maintenance, vehicle maintenance shop, and construction.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Manages and oversees operation of assigned divisions; develops and implements goals, objectives, and works standards for the department; monitors workload, output, and efficiency of assigned divisions; plans, schedules, supervises, reviews, and evaluates the work of assigned staff; provides training and development to assigned staff; provides assistance to staff in resolving problems;
- Provides long range planning and development of all District functions within the Operations and Maintenance Department;
- Provides budget projections for departments managed and monitors costs throughout the year;
- Meets with other government agencies, community groups, boards, developers, contractors, and the general public in relation to Operations and Maintenance Department work activities;
- Participates in the selection of staff; evaluates supervisors and reviews evaluations of other staff; conducts or directs staff training and development; approves leave requests; recommends disciplinary actions;
- Reviews acquisition requirements and develops recommendations regarding purchase, services, and equipment;
- Coordinates and cooperates with Engineering and Finance departments regarding asset management program;
- Coordinates operations and maintenance activities with other District functions as needed; serves as Incident Manager during emergency events;
- Reviews and provides input for the development and administration of maintenance and construction contracts;
▪ Holds regular meetings with staff to communicate expectations, receive feedback, resolve problems, develop trusting relationships, provide motivation and employee recognition, stay abreast of staff’s work activities, and provide required resources for work assignments;
▪ Operates copiers and a variety of office equipment;
▪ Performs duties in a professional manner and works well with others or in a team setting;
▪ Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
▪ Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
▪ Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
▪ Maintenance, construction, and operation of water distribution, wastewater systems, and recycled water systems and facilities;
▪ Principles, practices, and operational methods of water treatment, storage, and distribution;
▪ Federal, state, and local laws relating to water and wastewater quality, treatment, storage, disposal, and distribution;
▪ Operational principles, limitations, and general maintenance requirements of water supply systems, collection, conveyance, and treatment of wastewater systems and facilities;
▪ Computer user applications for construction, operations, and maintenance systems;
▪ Operation, use, maintenance, and repair of automotive and construction equipment;
▪ Work safety standards and requirements;
▪ District policies, rules, regulations, and procedures;
▪ Principles of supervision, training, and management.

Ability to:
▪ Plan, organize, manage, and administer the maintenance, construction, and operations functions of the District;
▪ Establish and maintain effective working relationships with staff and others contacted in the course of work;
▪ Review the certification, training, and work safety programs related to the work;
▪ Maintain accurate records and prepare clear and concise reports;
▪ Perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment uses, and time requirements;
▪ Implement necessary actions and coordinate emergency events;
▪ Effectively represent the District with the public, contractors, and other organizations;
▪ Analyze complex problems, evaluate alternatives, and reach sound conclusions.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Bachelor’s degree in public administration, water or wastewater technology, or related field, and five years of experience in water, wastewater, construction, operations or maintenance,
including two years in a supervisory or management role. Experience in a water or wastewater agency is preferred.

Licenses, Certificates, and Special Requirements

- Possession of, or ability to obtain, a Class C California driver’s license, and a satisfactory driving record;
- Possession of, or ability to obtain within 12 months of date of appointment, required certifications to function as Incident Manager during emergency events;
- Possession of a State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 5 (D5) certificate is desirable;
- Possession of a CWEA Collection System Maintenance Technologist Grade 3 is desirable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands and fingers to grasp and feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally drive or lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Noise level is usually quiet. Employee will occasionally be outdoors on job sites, exposed to heavy machinery, hazardous materials, and loud noise.

I have reviewed this Job Description with my Supervisor and agree with its contents.

__________________________________________________________________________
Employee Signature Date

__________________________________________________________________________
Supervisor Signature Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.