



WATER PRODUCTION MANAGER

AGENCY/DEPARTMENT:

Public Works/Community Services Administration /Utilities & Solid Waste

Approved By HR Director: *Linda Matthews*
Date Approved: *6/15/07*
Date of Last Revision:

Reports to: Assistant Utilities Director
Supervises: Various

JOB SUMMARY: Under administrative direction, manages and oversees the activities, operations and staff of water production and water treatment operations within the Utilities Department's Operations Division; coordinates assigned activities with department staff, other City departments and outside agencies; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its responsibility for the overall administration and operation of water production and water treatment operations within the Utilities & Solid Waste Department. It is distinguished from the Assistant Utilities Director by the latter's responsibility for all Utilities Engineering and Utilities Operations (including water and sewer operations) within the Utilities Department.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Develops, implements, and manages water production and treatment operations.
2. Participates in the development and implementation of water resources plans, prepares budget and unit cost of water and manages water resources.
3. Develops and evaluates programs for energy use and conservation as related to water production and treatment.
4. Participates in the development of and implements departmental goals, objectives, policies, and priorities within the Utilities Operations Division.
5. Monitors, evaluates, and improves the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload.
6. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
7. Prepares budget recommendations, monitors personnel and internal services expenditures; ensures expenditures remain within budgetary limitations.
8. Administers grant application and reporting process.
9. Prepares and reviews reports for presentation to City administration and City Council.
10. Communicates and collaborates with various agencies and representatives, including county and other governmental officials, and City departments. Participates in emergency response management.
11. Prepares and coordinates well rehabilitation and capital repairs and replacement program for water production, treatment and storage facilities.
12. Prepares and reviews established fees and schedules.
13. Coordinates community needs assessment; recommends expansion plans; responds to public inquiries; prepares related correspondence.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Equivalent to a bachelor's degree from an accredited college or university in public administration or related field.

EXPERIENCE: Two years of management experience in water production and/or water treatment operations or a related field. Experience must include managing contracts.

KNOWLEDGE OF:

- Developing long- and short-range water resources plans.
- Developing long- and short-range operating plans and programs.
- Principles and practices of water cost analysis.
- Principles and practices of energy use and conservation as related to water production and treatment.
- Principles and practices of municipal water production and treatment.
- Applicable federal, state, and local laws, codes, and regulations governing water operations and environmental compliance.
- Supervisory and management principles.
- Preparation of specifications, contracts, utility rate setting and budgets.
- Equipment inventory processes and related internal controls.
- Developing and evaluating reports.

ABILITY TO:

- Analyze, assess, develop, implement, and evaluate programs to meet community and departmental needs.
- Develop needs assessments and customer rate structures.
- Manage and negotiate contracts, procurement and service agreements.
- Select, supervise, train, coordinate and evaluate the work of staff.
- Develop and implement departmental policy and procedure.
- Establish partnerships with vendors; manage contracts and service agreements.
- Plan, establish, implement, and evaluate department goals and objectives.
- Analyze, monitor, and control budget expenditures.
- Operate a computer using word processing and spreadsheet software.
- Provide administrative and professional leadership and direction.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

- Grade D4 certification in Water Distribution and Grade T3 in Water Treatment.

SPECIAL REQUIREMENTS:

DESIRABLE:

- Master's degree in public administration or related field.
- Grade D5 certification in Water Distribution, and Grade T4 in Water Treatment.

FLSA Exemption Status: Exempt

Employee Unit: Unit 3, Management

Job Family: Utilities

Date Class Established: February 15, 2005