WATER OPERATIONS MANAGER

DESCRIPTION
Under general supervision, oversees, supervises, and coordinates the operation and maintenance of the City’s Water Production and Distribution System.

ESSENTIAL FUNCTIONS
Essential functions as defined under the American with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

TASKS:
- Coordinates assigned activities with other units, divisions, outside agencies, and the general public;
- Provides highly responsible and complex staff assistance to the Principal Engineer – Water Operations;
- Manages water distribution and production operations of the City including preparation of reports,
- Responding to customer concerns, inquiries, and complaints,
- Assists in budget preparation, manages emergency water breaks, compliance with federal and state regulations;
- Manages recycled water operations and water conservation.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable City, County, State and Federal statutes, rules, ordinances, codes and regulations governing water production, treatment and distribution, budgeting and purchasing techniques and procedures, water quality and safety compliance codes and guidelines, and of occupational hazards and safety precautions
- Skilled in prioritizing and scheduling maintenance activities, providing and following oral and written instructions, and establishing and maintaining effective working relationships with staff and customers;
- Ability to effectively communicate verbally and in writing, to use various technical equipment and software to perform essential job duties;

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environment. Work may require frequent standing, walking, climbing and bending. May be exposed to repetitive motions and extreme temperature, weather, hazards, and noise associated with construction sites.

QUALIFICATIONS
Must possess and active Grade 5 Certification in Water Distribution (D5) and Grade 3 Certification in Water Treatment (T3) from the State of California AND five years of progressively responsible experience in operating a water production and distribution system, two (2) years in a supervisory capacity.

Must possess at the time of application and maintain a valid California Driver’s License. Depending on the needs of the City, incumbents in this job classification may be required to possess or obtain additional licenses and certifications.