



Class Code: 266-C

Manager of Operations and Maintenance

DEFINITION

With direction from the General Manager, plans, organizes and directs the District's Operations and Maintenance Department; establishes goals, objectives and measurement indicators for the department; established internal policies and procedures related to departmental activities; through subordinate managers and supervisors, directs the work of staff engaged in distribution maintenance and construction, water treatment and production, water quality, facility maintenance, environmental compliance, laboratory services, and ensures the effectiveness of departmental programs; provides responsible advice and counsel to the Board, General Manager, and District managers on a variety of issues; participates on the Executive Management team to develop District-wide policies and procedures and to advance the goals and mission of the District; provides highly responsible administrative staff assistance to the General Manager; represents the District to outside groups and organizations; serves as District liaison on various inter-agency coordination projects; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

The Manager of Operations and Maintenance is a single position senior manager, department head classification. With minimal direction within a framework of overall goals and objectives, the incumbent is responsible for directing operations and maintenance activities. This classification is distinguished from other senior manager classifications within the District by the specific responsibility for directing District-wide operations and maintenance activities. This classification is distinguished from other operations and maintenance management classifications by the responsibility for the supervision of those classifications and its overall responsibility for directing department-wide operations and maintenance activities for the District. This classification is distinguished from the General Manger in that the latter is the chief executive responsible for the effectiveness of all District operations and provides direction to this classification.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans, develops, and implements goals and objectives for the Operations and Maintenance Department; prepares and administers internal policies and procedures relating to departmental program activities; interprets and explains applicable rules, laws and regulations to managers, supervisors, and others.
- Participates in strategic planning for the District and sets goals for the department to support the strategic plan.
- Directs, oversees and participates in the departmental program work plan; assigns work activities, monitors work flow and project status; reviews and evaluates work products, methods and procedures; implements needed work process and automation improvements, and methods for improving customer service.

- Studies and recommends technology, procedures, and practices to improve operational efficiency; evaluates alternatives for performing needed work; attends project review meetings to evaluate progress of ongoing construction or maintenance activities.
- Recommends selection of operations and maintenance consultants; oversees the coordination and management of consultants providing engineering and information technology services to the department.
- Ensures the reliable and efficient the operation and maintenance of various water supply, water treatment, pumping, storage, and distribution facilities.
- Visits District facilities and job sites to oversee work in progress and provide needed direction; responds to major emergencies during and after hours as needed; directs the investigation and correction of consumer and operational complaints within areas of jurisdiction.
- Coordinates departmental activities with other departments and divisions; provides responsible advice and counsel to the General Manager, and department and division managers on a variety of operations and maintenance issues; oversees the maintenance of departmental records and files; and responds to request and prepares and presents reports to the Board of Directors.
- Represents the District to outside groups and organizations; may act as District liaison on various inter-agency coordination projects; may lead a team of District staff engaged in discussions with representatives of other governmental entities; makes presentations to public groups regarding District activities and programs.
- Monitors potential impacting legislative and regulatory activities and coordinates with District's external representative(s) and other internal and external stakeholders as appropriate in order to protect the interests of the District.
- Attends Board of Directors and Board Committee meetings; prepares and presents staff reports and agenda items for consideration by the Board; serves as advisor to the General Manager and Board regarding operations and maintenance issues.
- Coordinates preparation of the annual budget request for the Operations and Maintenance Department; reviews staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption to ensure efficient operations; approves purchase requisitions.
- Interviews and hires new staff; prioritizes, assigns and reviews work; approves time off for payroll purposes; prepares employee performance evaluations; monitors and participates in employee relations activities within the department; carries out activities related to succession planning, performance management, staff recognition, and other related activities.
- Ensures that long-term training objectives are established and implemented so that staff possess the depth of technical skills and knowledge necessary to maintain effective and efficient operations as well as for succession planning management.

- Promotes a safety-first culture and ensures that safety program requirements are adhered to at all times.
- Performs other related work as required.

QUALIFICATION REQUIREMENTS

Education and Experience: Possession of a Baccalaureate degree from an accredited college or university with a major in engineering, or a related field, and eight (8) years of full time experience performing professional engineering or operations and maintenance work in the utility service field, including at least four (4) years of experience in a supervisory capacity. Registration as a professional engineer in the State of California is desirable.

Knowledge, Skills, and Abilities

Knowledge of: The principles of management, administration and organizational planning; construction, operation and maintenance of facilities and equipment common to a large, public water production and distribution organization; federal, state and local laws and regulations impacting the operation and maintenance of water district facilities including those involving water rights; budget administration; employee relations concepts and methods; public purchasing and contract management practices; modern information technology applications and methods; principles and practices of effective employee supervision, training and personnel management.

Skill and Ability to: Plan, organize and direct an effective utility operations and maintenance programs; analyze, interpret and apply information, choose among alternative courses of action and arrive at a recommendation; understand and implement laws, regulations, policies and procedures; use computer programs including word processing, e-mail, calendar programs, and presentation software; plan, assign and supervise the work of subordinate staff; work effectively with unions and maintain positive employee relations within the department; communicate effectively, both orally and in writing; maintain detailed and accurate records; prepare clear and concise written reports including those submitted to the Board of Directors; prepare and make verbal presentations of technical material to non-technical audiences; establish and maintain good working relationships with those contacted in the course of the work.

Working Conditions/Physical Requirements: On a daily basis, the essential duties of this classification are performed primarily in a controlled-temperature office and require the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone, computer keyboard, and other office equipment; speak and hear to receive and provide information in person and on the phone; see sufficiently to perform assignments; and intermittently twist to reach equipment or supplies surrounding desk.

Occasionally, the essential duties of this classification are performed in the field under various climatic and geographic conditions in an environment with exposure to high frequency and constant noise, dust, allergens, and other environmental irritants and around moving equipment and vehicles and require the ability to: use feet and hands to operate a vehicle and crawl into confined spaces or up ladders when inspecting field sites.

Other Requirements: Must possess a valid California driver's license upon hire, and have a satisfactory driving record.

Adopted: 12/82

Revised: 01/01, 12/18

Approved: _____ Human Resources & Risk Manager