

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: September 23, 2013

POSITION TITLE: **OPERATIONS PROJECT MANAGER**

GRADE LEVEL: 2

SUPERVISOR TITLE: Director of Operations & Maintenance

FLSA STATUS: Exempt Non-Exempt At-Will

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under direction, performs responsible, technical operational and engineering in support of the operations and maintenance of District facilities; develops recommendations and work plans for the formulation of policies and procedures involving operations, systems and capital improvement projects; contributes to fiscal and technical management; and performs related duties as assigned.

CLASS CHARACTERISTICS

The Operations Project Manager is a unique, single position class in the operations job family. The incumbent performs a wide range of project-oriented research and analysis, including statistical analysis, policy development, procedural evaluation, hydraulic analysis, system performance evaluation, facilities improvement alternatives analysis, capital improvement program development and the coordination of operations and maintenance projects and activities with the other District departments. Assignments are received in the form of general instructions and objectives to be achieved.

An Operations Project Manager is expected to exercise initiative and independent judgment in developing relevant information and resources, coordinating work activities with other departments and functions and selecting analytical methods and techniques appropriate to the issues under study. The incumbent may supervise a small clerical and technical support group. This is an At-Will job classification and is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit.

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Provides day-to-day leadership and works with District staff to develop and improve operational practices in support of the District's mission, strategic plans and values

- ✎ Plans organize and conducts research and analyses regarding District policies, project proposals, operational procedures, facilities performance, system capabilities and system supply and demand characteristics; identifies weaknesses or shortfalls; develops guidelines for existing systems operations formulates recommendations for facilities improvements, system operational changes and operating procedures; produces and maintains operational plans to document findings and recommendations
- ✎ Prepares analytical reports, commentaries and correspondence; reviews and prepares comments on drafts reports developed for District and outside agency review; creates graphs, tables and other visual aids to illustrate technical studies or assist in project presentations
- ✎ Develops, coordinates and performs field surveys to document facility layouts, operating conditions and system operational procedures and concerns; consults with operations field staff to obtain input regarding facilities, equipment or procedural changes to improve operating efficiency
- ✎ Evaluates existing and proposed pressure zone areas; utilizing computer modeling software, topographical maps, and standard engineering methods, formulates recommendations to improve pressure zone operational efficiency.
- ✎ Uses database and other methods of tracking system status and performance, monitors and analyzes system operating characteristics including local demand centers, peak demand conditions, facility flow histories and seasonal supply/demand variations; develops database to maintain facility site data and repair histories; directs and instructs staff members on data collection methods; coordinates the development of data base maintenances procedures.
- ✎ Participates in and leads the identification, evaluation and prioritization of capital improvement program request; develop cost estimates, cost benefit analyses and project/program schedules; generates project data for inclusion in the District's capital improvement programs; monitors status of approved projects.
- ✎ Develops and administers the District Corrosion Control program including the Supervision of corrosion control technician(s)
- ✎ Participates in development of District and Divisional budget proposals
- ✎ Participates in the groundwater audit process; groundwater production scheduling and ground water budget performance tracking
- ✎ Reviews, revises and comments on construction drawings, financial and technical reports, environmental documents, project proposals and facilities cost analyses
- ✎ Develops and manages energy efficiency projects
- ✎ Participates on assigned interdepartmental committees and work groups establish to evaluate procedures, system, projects and alternatives
- ✎ Performs risk management planning for water and water reclamation operations
- ✎ Performs project management functions for wastewater operations projects as assigned, including biosolids disposal contracts, source control projects and studies, collection system flow studies and treatment process modifications
- ✎ Supervises the work of a small unit of technical staff; when acting as a Supervisor, plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development;

recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies in accordance with District personnel rules, polices and labor contract agreements

QUALIFICATIONS

Knowledge of:

- ✎ Principles and practices of civil and hydraulic engineering design and construction applicable to the operational analysis of water and reclaimed water systems; modern concepts and methods of structural and construction design; wastewater collection and treatment principles; and practices of water and sewer system operation and maintenance
- ✎ Local state federal laws and regulations governing the operations of a water and reclaimed water utility
- ✎ Trends approaches and problem-solving techniques used in water works engineering, operation, analysis and regulatory compliance; demographic evaluation and market analyses techniques
- ✎ Methods, practices and techniques of project management; principles and practices of sound business communication; computer hydraulic modeling techniques
- ✎ Basic principles and practices of database development and maintenance; CAD and GIS element properties, layer development and program applications

Ability to:

- ✎ Research, analyze, summarize, and develop conclusions
- ✎ Make sound independent recommendations regarding engineering, operational and financial data both manually and using computer modeling and analysis software
- ✎ Interpret engineering drawings, maps, site, and building plans and specifications, graphs and statistical data
- ✎ Analyze technical design and construction engineering problems, evaluate alternatives and recommend effective solutions
- ✎ Perform and provide staff leadership in conducting operational analyses
- ✎ Prepare clear visual displays, such as maps, graphs and illustrations
- ✎ Communicate effectively orally and in writing; prepare clear and concise technical documents, reports, correspondence and other written materials
- ✎ Exercise sound independent judgment within established guidelines
- ✎ Establish and maintain effective working relationships with those encountered in the course of the work




SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: AA Degree in Water Technology with significant experience in water and wastewater operations.









Training: Graduation from a four (4) year college or university with a major in civil engineering or a closely related field; and five (5) years of progressively responsible professional engineering experience; or an equivalent combination of training and experience. Water and Wastewater utility experience and experience in supervising a small work group are highly desirable.

Licenses/Certificates:










-  Grade D4 Water Distribution Certificate – CDPH, required
-  Grade T2 Water Treatment Certificate – CDPH, required
-  Valid California driver's license, required



PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical requirements:

-  Communicate verbally with District management, co-workers, and the public in face-to-face, one-to-one and group settings
-  Stoop, kneel, crouch, crawl, and climb during regular duties
-  Regularly use a telephone or radio for communication
-  Sit, stand, and walk for extended periods
-  Hearing and vision within normal ranges
-  Lifting (up to 60 lbs)
-  Operate a District vehicle traveling to District facilities and/or District business
-  Analyze and solve complex problems; using math and mathematical reasoning; perform highly detailed work on multiple concurrent tasks with intensive deadlines while working with frequent interruptions.

The essential functions of this position may expose the employee to the following working conditions:

-  Inclement weather
-  Toxic materials and gas hazards
-  Electrical hazards
-  Biological and blood borne hazards
-  Water and drowning hazards
-  Traffic hazards
-  Height and falling hazards
-  Confined space hazards
-  Potential earth cave-in

-  Potentially dangerous tools and equipment
-  Potentially dangerous animals and insects (dogs, bees, spiders, snakes)

OTHER REQUIREMENTS

This position is at-will and classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position will be required to work varying hours, weekends, and holidays as the day-to-day job duties may require.

_____ Employee Signature	_____ Date
_____ Supervisor/Manager Signature	_____ Date