

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2022

**POSITION TITLE:** **MAINTENANCE PROJECT MANAGER**

**GRADE LEVEL:** M26

**SUPERVISOR TITLE:** Water Operations Manager

**FLSA STATUS:**  Exempt       Non-Exempt       At-Will

**BARGAINING UNIT:**  RCWDEA       RCWD MPCEA

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**DEFINITION**

Under general direction, performs responsible, technical asset management and maintenance functions for various District assets; develops recommendations and work plans for the formulation of policies and procedures involving maintenance, asset management and capital improvement projects; contributes to fiscal and technical management; and performs related duties as assigned.

**CLASS CHARACTERISTICS**

The Maintenance Project Manager is a unique, single position class in the operations job family. The incumbent performs a wide range of project, asset management, and maintenance oriented research and analysis, policy development, procedural evaluation, 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. The incumbent directs the day to day activities of the planner scheduler and staff assigned to valves, pumps, wells, hydrants, and air-vac maintenance. Additional staff maybe assigned to the position as maintenance workflows become defined.

The Maintenance Project Manager is expected to exercise initiative and independent judgment in developing relevant information and resources, coordinating and managing projects within the Operations and Maintenance Division and with other departments of the District. 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.
- ✎ Supervises and evaluates the performance of the Operations and Maintenance Planner/scheduler; pump and well; and hydrant and air-vac maintenance sections; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary actions to address performance deficiencies in accordance with District personnel rules, policies and labor contract agreements.
- ✎ Acts as project manager and coordinates planning, analysis and development for special projects and studies; evaluates projects by conducting programmatic and financial evaluation and reviews including all documentation for interim stages of the project.
- ✎ Develops, implements and administers comprehensive programs, policies, guidelines and procedures related to the maintenance of the District's potable water and recycled water distribution systems, water production and treatment facilities. Directs audits to verify existing site assets; ensures that the workflows include maintenance of assets; ensures newly constructed and/or purchased assets are recorded and manages staff in recording assets.
- ✎ Develops procedures to collect and maintain data records, and information describing the equipment in the database of the CMMS software package.
- ✎ Leads, oversees, and monitors operation and maintenance to address special projects related to asset management and operations issues including planned outages for facilities in the water supply, treatment, and distribution system.
- ✎ Serves as central staff contact point for all operation and maintenance work groups in the planning and implementation of strategic improvements in water system operations and maintenance and agreements.
- ✎ Acts in support of the Water Operations Manager in the groundwater audit process; groundwater production scheduling and ground water budget performance tracking.
- ✎ Coordinates with Water Systems Supervisor and Water Systems Analyst to identify strategies for operational efficiency projects and distribution systems adjustments.
- ✎ Acts in conjunction with the Water Systems Supervisor in prioritizing well field and pump station rehabilitation.
- ✎ 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.
- ✎ 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.
- ✎ 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. Acts as primary liaison between the Operations and the Engineering groups for capital improvement projects.
- ✎ Coordinate and manage hydrant, air-vac, valve, pump and well installation, maintenance, and rehabilitation.
- ✎ 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.
- ✎ Participates in development of District and Divisional budget proposals.
- ✎ Reviews, revises and comments on construction drawings, financial and technical reports, environmental documents, project proposals and facilities cost analyses.
- ✎ Prepare reports and presentations for various audiences, such as the Board of Directors, and present said presentations.
- ✎ Participates on assigned interdepartmental committees and work groups establish to evaluate procedures, system, projects and alternatives.

## **QUALIFICATIONS**

### **Knowledge of:**

- ✎ Principles and practices of water operations; groundwater systems, energy, valve, air-vac, hydrant, well, pump, and storage facility design, construction, operation, and maintenance.
- ✎ Principles, procedures, standards, practices, trends and information sources in the field of asset management; terminology, principles, and equipment used in infrastructure asset management including how infrastructure is maintained, operated, and preserved; infrastructure inventory, condition assessment, risk assessment, and preservation methods and procedures.
- ✎ 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, 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.

### **Ability to:**

- ✎ Research, analyze, summarize, and develop conclusions
- ✎ Plan, schedule and manage projects

- ✎ Make sound independent recommendations regarding 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 problems, evaluate alternatives and recommend effective solutions
- ✎ Perform and provide staff leadership in conducting operational analyses, projects and asset management
- ✎ 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:** Three (3) or more years of increasingly responsible experience in water operations, water distribution, project management, construction management or a related field having project scheduling, management/coordination responsibilities; with a minimum of two (2) years supervisory experience.

**Training:** Completion of the 12th grade supplemented by any combination of training and experience that demonstrates the ability to successfully perform the duties of the position, specifically specialized training in water treatment, water distribution, planning/scheduling, project coordination, asset management, public administration or public works construction/administration. A Bachelors' degree in the sciences, public administration, management, organizational leadership, business or a related degree is desirable.









### **Licenses/Certificates:**

- ✎ Grade D2 Water Distribution Certificate – SWRCB, required
- ✎ Grade T2 Water Treatment Certificate – SWRCB, 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.
-  Regular attendance

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