

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 18, 2022

POSITION TITLE: **WATER PRODUCTION MANAGER**

GRADE LEVEL: M29

SUPERVISOR TITLE: Director of Water Operations

FLSA Status: Exempt Non-Exempt At-Will

BARGAINING UNIT: RCWDEA RCWD MPCEA






DEFINITION

Under minimal direction, the incumbent plans, implements, manages, and coordinates the activities of the Water Systems Operations Department including the water system operations, water quality, and electrical services work centers.

CLASS CHARACTERISTICS

This is a mid-level management classification with responsibility for managing and directing a District department or function. The incumbent exercises significant authority and independence in implementing a broad range of services and programs in coordination with other District managers and executives. Responsibility consists of organizing assigned services, as well as budget, personnel, and safety administration for the assigned functional area of responsibility. Positions at this level report to the assigned division head and directly supervise other support staff. This job classification is represented by the Rancho California Water District Management, Professional, and Confidential Employees' Association (RCWD MPCEA) bargaining unit.

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

-  Manage the District's water production, treatment, transmission, and distribution facilities, and operations programs
-  Provide day-to-day leadership and works with assigned staff to ensure a high-performance, customer service-oriented work environment, which supports achieving the Department's and the District's mission, strategic plan, objectives, and values.
-  Provide effective management of the District's local groundwater and water resources
-  Manage water transfers, water wheeling, and water rights agreements, and related water rights developments
-  Implement, manage, and coordinate operation and maintenance activities and achieve assigned goals and objectives of the water system operations, water quality, electrical services departments; recommend necessary resources, staffing

- organizational structure, and strategies
- ✎ Manage and regularly report to Division Director key performance results for assigned staff and departments
- ✎ Develop methods and recommendations to improve the operation of the District's water production, treatment, storage, transmission and distribution systems, and facilities
- ✎ Implement and manage responsibilities defined in the District's Health, Safety, and Environmental Manual
- ✎ Review and evaluate work methods, procedures, services, and products; identify and recommend evaluation standards and criteria; monitor and assess measures of effectiveness and efficiency
- ✎ Recommend, implement, and ensure compliance with administrative and operational policies and procedures
- ✎ Review and coordinate with appropriate personnel the implementation of local, state, and federal laws and regulations regarding water and recycled water production, treatment, storage, transmission, and distribution
- ✎ Participate in hiring, supervising, training, and evaluating assigned staff; establish work standards and expectations; conduct performance evaluations; counsel and discipline employees as required
- ✎ Develop and recommend the Department's budget; participate in monitoring appropriations and expenditures; allocate required work hours, recommend mid-year adjustments as necessary
- ✎ Participation in the District's Safety Committee
- ✎ Respond to and resolve difficult and complex citizen inquiries and complaints
- ✎ Prepare and present staff reports and other necessary correspondence to boards, commissions, and committees
- ✎ In the absence of the Director of Water Operations and Maintenance, act as the District's Chief Water Treatment Operator and Chief Distribution Operator as recognized by California State Water Resources Control Board; act as liaison with other agencies as it pertains to water production, legal obligations, and agreements
- ✎ Provide proper and adequate training programs for department as may be required by the District's Health, Safety, and Environmental Manual
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Complex principles and practices of public water utility operations and maintenance
- ✎ Principles and application of Supervisory Control and Data Acquisition (SCADA) Systems
- ✎ Principles and application of electrical control and power theory
- ✎ Principles of employee supervision including training, development, and performance evaluation
- ✎ Principles of groundwater management
- ✎ Principles of energy management
- ✎ Techniques of public agency budget administration
- ✎ Principles and practices of sound safety management
- ✎ General principles of public administration and management related to the implementation and evaluation of programs, operations, and services

- ✎ Applicable laws, codes, and regulations

Ability to:

- ✎ Implement and evaluate a full range of operations and maintenance and services
- ✎ Evaluate operational and administrative problems and formulate effective strategies and solutions
- ✎ Select, supervise, train, and evaluate assigned staff
- ✎ Coordinate assigned activities with those of other public agencies and District divisions
- ✎ Administer an assigned department budget
- ✎ Interpret and apply laws, codes, regulations, policies, and procedures
- ✎ Comply with and enforce the District's Safety, Health, and Environmental policies
- ✎ Gain cooperation through discussion and persuasion

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: A minimum of five (5) years of increasing responsibility in public utilities in the operation, maintenance, and construction of water production, treatment, and distribution systems. A minimum of three (3) years of relevant supervisory experience with a public water utility or similar organization is required.

Training: Bachelor's degree in engineering, sciences, water technology, or related fields, supplemented by coursework in management and/or public works administration; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Licenses and Certificates:

- ✎ Grade D5 Water Distribution Certificate – SWRCB, required
- ✎ Grade T2 Water Treatment Certificate – SWRCB, required
- ✎ Valid Class C California driver's license, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

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

- ✎ Frequently use office equipment such as a computer, copier, and fax machine
- ✎ Must be able to carry, push, pull, reach, and lift materials and objects up to 25 lbs.
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings

- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear in person, by telephone, and radio
- ✎ Vision within normal ranges with or without correction
- ✎ Regular attendance

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

- ✎ Work in a temperature-controlled office environment with moderate noise
- ✎ Occasional work in the field where noise is at times loud and employee may be exposed to hot and cold conditions, inclement weather, or traffic hazards

OTHER REQUIREMENTS

This position is 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