

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 01, 2022

POSITION TITLE: **DIRECTOR OF WATER OPERATIONS**

SUPERVISOR TITLE: Assistant General Manager

FLSA Status: Exempt Non-Exempt At-Will

BARGAINING UNIT: RCWDE RCWD MPCEA Unrepresented






DEFINITION

Under administrative direction, provide leadership and strategic direction to the Water Operations, Maintenance, and Field Services Divisions. The Director will ensure that treatment, storage and distribution facilities, District facilities and equipment, and networks are maintained and operated at the highest level of efficiency, while maintaining quality. The Director will build relationships, resolve conflicts, and promote collaboration between interdepartmental disciplines and with various regulatory and water agencies.

CLASS CHARACTERISTICS

This is a senior management level classification with responsibility for directing a District division. Responsibility consists of organizing assigned services, as well as budget, personnel, and safety administration for the assigned functional areas of responsibility. Positions at this level report to the Assistant General Manager of Engineering and Operations and directly supervises managers, supervisors, and support staff.

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

-  Direct the District's water production and distribution facilities, operations, and maintenance programs and achieve assigned goals and objectives; recommend necessary resources, staffing, organizational structure, and strategies
-  Participate in and contribute to coordination, strategy, policy development, and other activities of the general manager, assistant general manager and executive management team in support of the District's strategic objectives
-  Develop and recommend the division's budget; participate in monitoring appropriations and expenditures; allocate required work hours, recommend mid-year adjustments as necessary
-  Directs the District's water production activities and long-range planning for groundwater utilization and basin management, annual groundwater production audit
-  Direct the District's energy management program and all long-range planning, policy and regulatory compliance efforts

- ✎ Direct the District's emergency back-up power planning and systems maintenance
- ✎ Direct planned releases to the Santa Margarita River to meet the District's water rights obligation; provide technical support to key litigation or dispute resolution efforts as required
- ✎ Administer and direct water transfers, water wheeling, and water rights agreements and related water rights developments
- ✎ Provide support and appropriate leadership in water rights negotiations
- ✎ Monitor, review and evaluate Metropolitan Water District of Southern California water supply and water reliability issues
- ✎ Assumes leadership role in developing and maintaining intergovernmental and regional relationships with various agencies
- ✎ Analyzes metrics; interprets, and explains complex maintenance and administrative reports to establish Asset Life Cycle Costing
- ✎ Ensure department goals and objectives are aligned with other departments, branches, and the District as a whole
- ✎ Establishes performance criteria for assigned staff
- ✎ Applies Continuous Improvement principles in the deployment of department business plans, processes and performance measures, ensuring that they align with District's strategies and operational plans
- ✎ Analyzes proposed state and federal law, regulations and court decisions for their impact on District practices and operations; recommends policy and procedure changes or appropriate actions and implements programs.
- ✎ Recommend, implement, and ensure compliance with administrative and operational policies and procedures
- ✎ Designated 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
- ✎ Participate in hiring, supervising, training, and evaluating assigned staff; establish work standards and expectations; conduct performance evaluations; counsel and discipline employees as required
- ✎ Implement and manage responsibilities defined in 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 practices of leadership
- ✎ Principles of groundwater hydrology and groundwater sustainability practices
- ✎ Principles and application of Supervisory Control and Data Acquisition (SCADA) Systems
- ✎ Principles of employee supervision including training, development, and performance evaluations
- ✎ 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
- ✎ Federal, state, and local laws, regulations and court decisions applicable to assigned areas of responsibility.

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
- ✎ Develop and continually improve key performance indicators for assigned areas of responsibility

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: Ten (10) Years of progressively responsible experience in the operation and maintenance of a large, complex water production and distribution system, five (5) of which of should be in a management capacity.

Training: Bachelor's degree in engineering, sciences, water technology, business management 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:

- ✎ California class C driver's license, required
- ✎ Grade D5 Water Distribution Certificate – CSDHS, required
- ✎ Grade T2 Water Treatment Certificate – CSDHS, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

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

- ✎ 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, walk for extended periods
- ✍ Hearing and vision within normal ranges
- ✍ Lifting (up to 60 lbs.)
- ✍ Regular attendance
- ✍ Operate a District vehicle traveling to District facilities and/or District business

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 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 (FLSA). 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