

**OLIVEHURST PUBLIC UTILITY DISTRICT****WATER DEPARTMENT MANAGER****DEFINITION**

Under the general direction of the General Manager, responsible for managing and directing the operations of the water and parks departments including compliance with all state statutes, District goals, policies, Ordinances, and Resolutions.

**EXAMPLE OF DUTIES**

- Supervises, evaluates, and directs actions of employees within Water Department.
- Plans, schedules, and supervises the work of plant operators, and utility staff.
- Coordinates the activities of the District's consultants and engineers.
- Oversees and implements departmental financial controls and reporting requirements, coordinates with the Financial Manager the preparation of departmental budgets.
- Identifies and communicates to the Board all District needs for repairs, replacements, and capital improvements; directs development and implementation of short- and long-term plans for maintenance and operations.
- Writes necessary reports to regulatory agencies; communicates with regulatory staff concerning the water systems performance.
- Reviews analytical data for trend analyses.
- Responds to customer/citizen complaints and comments both verbally and in writing; assists in resolving escalated customer issues as necessary.
- Trains new operators and other employees in work operations and job safety.
- Guides groups of visitors through District facilities.
- Supervises, evaluates, and assigns the work of subordinate personnel.
- Motivates employees to perform to the best of their abilities, evaluates employee job performance, and initiates recognition and disciplinary procedures where appropriate.
- Has the ability and willingness to foster a team environment relationship within the Water Department and with other District employees during daily activities.
- Develops and maintains positive public relations with emphasis on customer service.
- Committed to staff development and cooperative management practices.
- Fosters employee empowerment in the delivery of services.
- Performs other duties and assumes other responsibilities as apparent or as delegated.
- Perform some purchasing functions.

**DESIRABLE QUALIFICATIONS**

Knowledge of:

- The principles of water plant operations and maintenance; operating principles of valves, pumps, motors, motor control panels, and other plant equipment.
- Building and grounds maintenance practices and procedures.
- Landscape maintenance materials.
- Safe use, purpose, and maintenance of hand and power tools and power equipment.
- Basic plumbing, control and electrical work involving water and park facilities.
- Basic laboratory tests for water analyses.
- Safety and hazards associated with water treatment including confined space entry and chemical hazards.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Regulatory requirements, e.g. Title 17 and Title 22 of the California Code of Regulations.

Skill in:

- Recognize, prioritize, and accomplish needed tasks.
- Respond quickly and effectively in difficult situations.
- Effectively working with employees; problems or concerns.
- Analyzing administrative and organizational problems and make appropriate recommendations.
- Coordinating multiple projects and meeting deadlines.

Ability to:

- Work any shift, holidays, and weekends.
- Communicate effectively, both orally and in writing.
- Carry out policies of the District.
- Maintain discipline and enforce rules, regulations, and procedures.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Stay abreast of new products and procedures.
- Use a personal computer and job-related software applications.

## **JOB QUALIFICATION REQUIREMENTS**

### **Minimum requirements:**

- Equivalent to the completion of the twelfth grade.
- Possession of Distribution Operator 3 Certificate.
- Possession of Treatment Operator 2 Certificate
- Possession of valid California Driver's License.
- Must be insurable by District's auto liability insurer.
- Five years of increasingly responsible experience in performing journey level water treatment plant operations and maintenance to demonstrate possession of the required knowledge and abilities.
- Two years of supervisory experience is highly desirable.

## **SPECIAL REQUIREMENTS**

Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally; requires sufficient hand/eye coordination to perform repetitive movement. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs. with assistance; stand and walk for extended periods, climb, bend, and stoop, grasp and hold objects or tools with full range of motion in wrists and arms; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

**Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.**