

**EL DORADO IRRIGATION DISTRICT**  
**Class Specification**

**CLASS TITLE: Drinking Water Operations Manager**

**DEFINITION**

Under administrative direction plans, organizes, directs and coordinates the activities of the Drinking Water Division within the Operations Department including the maintenance, construction, repair, and operation of District drinking water treatment, distribution facilities and infrastructure; coordinates operation, maintenance, construction, and regulatory activities with other divisions and departments; and provides highly complex staff assistance to the Director of Operations.

**DISTINGUISHING CHARACTERISTICS**

The Manager level recognizes positions that provide full line and functional management responsibility for a division or program area within a department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Operations. Responsibilities include supervisory authority over supervisory, professional, technical and support positions.

**EXAMPLES OF ESSENTIAL DUTIES:** *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Develops and implements divisional goals, objectives, policies and procedures.

Plans, organizes and directs drinking water operation, maintenance, construction and regulatory activities including the construction, repair, maintenance and operation of treatment and distribution facilities and infrastructure, as well as ensuring the District's compliance with regulations.

Directs, oversees and participates in the development of the Drinking Water Division work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Prepares the Drinking Water Division budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers the approved budget.

Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the division.

Ensures safe potable drinking water is delivered to District customers; ensures District rules, policies and standard operating procedures are complied with.

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Collects, compiles and submits technical reports to regulatory agencies; interacts with regulatory agencies as required.

Performs inspection of all phases of water treatment, distribution, and construction; develops and implements operational efficiencies.

Recommends plant and water system alterations and assists in planning and implementing new systems, treatment plants and overhaul of facilities.

Represents the division and department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Researches and prepares technical and administrative reports; prepares written correspondence.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

Principles and practices of modern water treatment and distribution procedures including hydraulics and cross connection control. Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal rules, regulations and laws. Construction and design standards as they relate to water infrastructure. Modern office procedures and computer equipment. Principles and practices of organizational analysis and management. Budgeting procedures and techniques. Principles and practices of supervision, training and personnel management.

#### Skill/Ability to:

Organize and direct Drinking Water operations. Read and understand design and construction drawings and specifications. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Gain cooperation through discussion and persuasion. Interpret and apply local, State Federal, District and department laws, regulations, policies, procedures, and rules. Supervise, train and evaluate personnel. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy. On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use keyboard to communicate through written means; and lift or carry weight of 10]pounds or less.

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Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience involving the operations, maintenance and construction of a variety of types and sizes of water treatment plants, water distribution systems, and pumping facilities; including three years of supervisory responsibility.

Education:

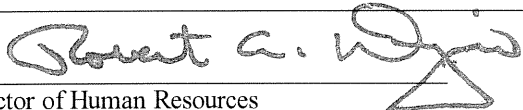

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, engineering or a related field.

**SPECIAL QUALIFICATIONS**

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of a valid Water Treatment Operators Grade 5 Certificate and a Water Distribution Operators Grade 5 Certificate issued by the California Department of Public Health.

	
Director of Human Resources	Date
Established: 08/18/2009	
Revised: 05/26/2010	
FLSA: Exempt	
Unit: Safety	