

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Director of Operations

DEFINITION

Under policy direction, the Director of Operations plans, organizes, directs and reviews the activities and operations of the Operations Department including water and wastewater treatment, collection, distribution, hydroelectric generation, recreation, and construction; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management classification. The Director of Operations duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Operations Department, as well as functional authority/responsibility for overseeing numerous activities related to the operation, construction, and maintenance of the District's water, wastewater, hydroelectric generation, recreation, and related facilities. This is an at-will position under contract with the General Manager.

SUPERVISION RECEIVED AND EXERCISED

Policy direction is provided by the General Manager. Responsibilities include broad management authority over a large and diverse group of management, supervisory, professional, technical, and support positions whose incumbents perform the full range of operation, construction, and maintenance activities related to the District's water, wastewater, hydroelectric generation, and recreation facilities.

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, plans and implements department goals and objectives; recommends and administers policies and procedures.

Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.

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

Supervises and participates in the development and administration of the Operations Department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

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Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Provide leadership with a strong commitment to safety and maintain a fair working environment by balancing employee concerns and issues consistent with the District's labor contract and applicable laws and regulations.

Establishes and monitors service levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.

Directs and participates in negotiations with Federal, State, regional, and local permitting and regulatory agencies; communicates and serves as resource to District staff and the Board of Directors regarding compliance issues.

Recommends and participates in plant alterations and works with the Engineering Department on the planning and implementation of new systems, treatment plants and overhaul of facilities. Secures and manages the services of contractors and consultants in the performance of Department projects.

Represents the Department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary. Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.

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 associated with the operations and maintenance of a wide variety of facilities related to water treatment and distribution, wastewater collection and treatment, and hydroelectric generation. Principles and practices of project management. Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal laws, rules and regulations. Organizational and management practices as applied to the analysis and evaluation of programs. Regulatory compliance issues. Principles and practices of organization, administration and personnel management. Principles and practices of budget preparation and administration.

Skill/Ability to:

Plan, direct and control the administration and operations of the Operations Department. Prepare and administer department budget. Develop and implement department policies and procedures. Supervise, train and evaluate assigned personnel. Gain cooperation through discussion and persuasion. Analyze problems, identify alternative solutions, project consequences of proposed

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actions and implement recommendations in support of goals. Interpret and apply regional, State, Federal, District, and department policies, procedures, rules and regulations. Implement effective solutions to sustain operations of large water treatment, sanitation, hydroelectric generation and recreation facilities. Stay abreast of and implement complex operational procedures and regulations. Communicate clearly and concisely, both orally and in writing. Maintain regular and predictable attendance. Establish and maintain effective working relationships with those contacted in the course of work. 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 20 pounds or less.

Experience and/or 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:

Eight years of supervisory or higher-level experience that involved the operations and maintenance of a variety of types and sizes of water and/or wastewater treatment plants, wastewater collection systems, water distribution systems and pumping facilities, hydroelectric generation facilities, and recreation facilities; including three years in a management capacity.

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.

Substitutions:

Master's degree in one of the above educational fields may substitute for one year of the required supervisory (not management) experience.

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 valid grade 4 or 5 wastewater and/or water treatment certification is highly desired.

 Human Resources Authority Established: 08/18/2009 Revised: 09/01/2016 FLSA: Exempt Unit: Executive, Safety	<u>9/13/2016</u> Date
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