



Fair Oaks Water District Job Description

Technical Services Manager

DEPARTMENT: Operations and Maintenance
FLSA STATUS: Exempt
DIRECTLY REPORTS TO: General Manager
DIRECTLY SUPERVISES: Associate Engineer, Water Supply Operator,
Water Quality Technician, Construction Inspector
and Water Efficiency Specialist
JOB DESCRIPTION DATE: May 19, 2021
ANNUAL SALARY RANGE: \$118,000 - \$158,000
JOB CLASSIFICATION: Regular Full-Time

General Statement of Job

Under direction of the General Manager, this position is responsible for the management and implementation of the District Capital Improvement Program. Responsible for keeping a Master Plan for, and Hydraulic Model of, the District's water system current. Responsible for the planning and management of the District's water supply assets. Responsible for ensuring water supply reliability and water quality for District customers. Responsible for regulatory compliance related to the District's water supply permit. Manages water supply related to development within the District. Responsible for supervision and quality of work performed by District personnel, consultants and contractors. Informs the General Manager of problems encountered and recommends appropriate action.

Essential Functions

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Manages and coordinates implementation of the District's Capital Improvement Program and any other engineering activities.
2. Responsible for regulatory compliance relative to the District's water supply permit.
3. Responsible for managing contracts of the District; providing to General Manager for review and signature.
4. Supervises, plans, organizes, coordinates, directs, monitors, and evaluates the work of technical staff, other department staff and consultants.
5. Ensures the proper planning, design, budgeting, scheduling, and construction of operations and maintenance projects.
6. Reviews and updates District construction specifications, details, and procedures.
7. Performs the duties of Safety Coordinator as described in the District Illness and Injury Prevention Program Handbook; notes safety issues, reports and regulations to the Operations Manager, promotes District safety and compliance at all times.
8. Trains employees and updates management on new California OSHA / Federal OSHA regulations and procedures.
9. Achieves economies through efficient planning and organization of work.

10. Prepares necessary reports, bids, and plans; keeps complete and accurate records.
11. Meets with customers, developers and contractors; investigates complaints, claims, reports of encroachments and vandalism; takes necessary action to correct situation.
12. Approves timecards, overtime and vacation requests; formally evaluates the work performance of personnel; recommends salary adjustments to the General Manager.
13. Confers regularly with the General Manager on matters of policy and short and long-term planning; works on special projects as required.
14. Has a primary role in the development of the District's annual budget.
15. Attends meetings and may give presentations to the Board of Directors as required by the General Manager; meets with officials of state, county and special districts as directed by the General Manager.
16. Maintain a high level of confidentiality with discretionary knowledge.
17. Will work overtime as required without additional compensation.
18. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state local laws relating to position functions.

Other Duties

1. May perform the duties of the Operations Manager as required.
2. May perform the duties of the Finance Manager as required.
3. As directed by the General Manager.

Job Standards/Specifications

Knowledge of:

- Principles and practices of civil engineering with particular emphasis on the design and construction water distribution and facilities.
- Master plan development for public water systems.
- Sources of information relative to water industry engineering, research projects, operations, and maintenance.
- Hydraulics as practiced in the waterworks industry.
- Waterworks construction practices and materials, well construction methods, deep well turbine pumps, submersible pumps, motor controls, switchboard controls and metering devices.
- Water treatment processes.
- Irrigation and conservation practices, technologies and public outreach.
- Laws, regulations and ordinances applicable to water distribution systems.
- Mathematical principles related to water measurement and distribution systems.
- Principles of water safety.
- Principles of employee training and supervision.
- Cost estimating and contract administration.
- Permitting and environmental aspects of public works projects.
- Principles of relative human resource management procedures practices and laws.
- Principles of accounting management procedures, practices and laws.

Ability to:

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals.

- Read, understand, and interpret documents, including engineering studies and reports, construction specifications, operating and maintenance procedure manuals, and engineering drawings associated with civil construction projects.
- Effectively review plans and specification, blueprints, and diagrams to verify completeness, accuracy, and constructability.
- Prepare concise and comprehensive reports, internal memoranda, letters, agreements, and responses to contractor claims, and maintain detailed records related to capital projects.
- Prepare and administer a District budgeting and fiscal control process.
- Communicate effectively during public presentations.
- Develop detailed technical reports.
- Use the suite of Microsoft Office products at a high level.
- Exercise leadership, authority, and supervision tactfully and effectively.

Typical Physical Activities

- Travel regularly by vehicle for District related duties and activities.
- Operate a variety of automated office machines.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- Work both indoors and outdoors, during all types of weather.

Experience, Licenses and Certification

- Minimum of seven years in a leadership role working in water industry, operations, engineering and maintenance.
- Proven experience in the development and construction of major capital projects.
- Masters' degree from an accredited college or university with major course work in civil engineering or related field preferred– Bachelor's degree required.
- Registration as a Professional Engineer in the State of California preferred
- California Distribution Operator Grade III or ability to obtain Grade III certification within two (2) years of employment.
- California Water Treatment Plant Operator Grade II or ability to obtain certification within two (2) years of employment.
- Any combination of education, training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.
- Valid California Driver's License Class C or higher.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, and medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read, and understand the above job description.

Name (Please Print):

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date: