



Fair Oaks Water District Job Description

POSITION TITLE: Operations Manager
DEPARTMENT: Maintenance & Operations
FLSA STATUS: Exempt
DIRECTLY REPORTS TO: General Manager
DIRECTLY SUPERVISES: Maintenance/Construction Supervisor &
Operations Supervisor, Water Quality Technician,
Water Supply Operator and Engineering Tech
Job Description Date: January 1, 2009
Annual Salary Range: \$90,000 - \$110,000

GENERAL STATEMENT OF JOB:

Under direction of General Manager, is responsible for directing and coordinating the operations, maintenance and construction of District facilities; and is responsible for supervision and quality of work performed by district personnel, consultants and contractors providing services to the district. Other responsibilities include; overseeing capital improvement project design budgets and scheduling requirements, provides comprehensive planning and technical support for the district. Informs the General Manager of problems encountered and takes remedial action and any other related duties that may be required.

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. Responsible for regulatory compliance relative to operations and water quality.
2. Ensures the proper planning, design, scheduling, and construction of operations and maintenance projects.
3. Reviews and prioritizes operations and maintenances work orders.
4. Responsible for proper maintenance and operations of District facilities.
5. Evaluates the adequacy of equipment and materials on hand.
6. Review and update District Construction specifications, details, and procedures.
7. Achieves economies through efficient planning and organization of work.
8. Prepares necessary reports, bids, and plans; keeps complete and accurate records.
9. Meets with customers, developers and contractors; personally investigates complaints, claims, reports of encroachments and vandalism; takes necessary action to correct situation.
10. Fulfills the following responsibilities for the Operations and Maintenance department: reviews applications for employment; assists in interviews of prospective employees;

makes recommendations on hiring and placement and directs the training of new personnel; prepares daily and/or weekly and long-range schedules for personnel; responsible for the direction and scope of all work.

11. Approves time cards, overtime and vacation requests; formally evaluates the work performance of Maintenance Supervisor, Operations Supervisor, Water Supply Operator, Water Quality Technician and Engineering Tech as needed; Oversees formal evaluations of all other Operations and Maintenance personnel; recommends salary adjustments to the General Manager.
12. Confers regularly with the General Manager on matters of policy and short and long term planning; works on special projects as required.
13. Prepares and makes recommendations for the budget of departmental expenditure requirements, including personnel, equipment, and projects.
14. Knowledge of Hydraulics as practiced in the waterworks industry
15. Knowledge of Basic techniques of water treatment
16. Knowledge of Waterworks construction practices and materials, well construction methods, deep well turbine pumps, submersible pumps, motor controls, switchboard controls and metering devices
17. Knowledge of engineering principles used in the design of water systems
18. Knowledge of stock/inventory control and methods
19. Knowledge of principles of relative human resource management procedures, practices and laws.
20. Knowledge of principles of accounting management procedures, practices and laws.
21. 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.
22. Work independently, use time wisely, and complete assignments in a timely manner as well as take both verbal and written directions.
23. Maintain a high level of confidentiality with discretionary knowledge.
24. May work overtime as required without additional compensation
25. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.

MINIMUM TRAINING AND EXPERIENCE:

- Seven years of progressive experience in water district maintenance, construction, repair and operations, management and supervision.
- Bachelors degree from an accredited college or university with major course work in civil engineering, business management, or related field.
- Any combination of education, training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

SPECIAL CERTIFICATES:

- Current Registration as a Professional Engineer in the State of California
- California Distribution Operator Grade II
- California Water Treatment Plant Operator Grade II
- Valid California Driver's License Class C or higher.

PHYSICAL REQUIREMENTS:

- Manual labor requiring continuous bending, kneeling, lifting and use of manual and power tools.
- Travel regularly by vehicle for District related duties and activities
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, fingering/feeling, climbing/balancing and lifting/carrying
- Operate various types of machinery and equipment such as the drill press, tapping machine, grinder, compactor, boring machine, hydraulic pump, jackhammer, pipe locator, and spade.
- Differentiate between and perceive color, sound, smell, taste, and form.
- Operate a variety of automated office machines.
- 20/20 sight preferred or equivalent using corrective lenses as necessary.
- Ability to hear low tones or directions over loud noises.

ENVIRONMENTAL ADAPTABILITY:

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

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, 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:
