



## Fair Oaks Water District Job Description

### Operations Manager

DEPARTMENT: Operations  
FLSA STATUS: Exempt  
DIRECTLY REPORTS TO: General Manager  
DIRECTLY SUPERVISES: Operations Superintendent, Water Supply Operator, Water Quality Technician, Sr. Engineering Tech.  
JOB DESCRIPTION DATE: September 1, 2016  
ANNUAL SALARY RANGE: \$95,000 - \$130,000  
JOB CLASSIFICATION: Regular Full-Time

#### **General Statement of Job:**

Under direction of General Manager, is responsible for 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; management of the District Capital Improvement Program and 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, budgeting, scheduling, and construction of operations and maintenance projects.
3. Reviews and prioritizes operations and maintenance work for the District.
4. Responsible for proper maintenance and operations of District facilities.
5. Evaluates the adequacy of equipment and materials for the District; making recommendations for adjustments as required.
6. Reviews and updates 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 for operations and maintenance personnel.
11. Approves time cards, overtime and vacation requests; formally evaluates the work performance of Operations Superintendent, Water Supply Operator, Water Quality Technician and Sr.

- 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. Has a primary role in the development of the District's annual budget.
  14. 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.
  15. Maintain a high level of confidentiality with discretionary knowledge.
  16. May work overtime as required without additional compensation
  17. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.

**Other Duties:**

- May perform the duties of the Customer Service Manager as required.
- May perform the duties of the Finance Manager as required.

**Job Standards/Specifications**

**Knowledge of:**

- Principles and practices of civil engineering with particular emphasis on the design and construction water distribution and facilities
- Cost estimating and contract administration.
- Public personnel administration and employer-employee relations.
- Hydraulics as practiced in the waterworks industry
- Water treatment processes.
- Waterworks construction practices and materials, well construction methods, deep well turbine pumps, submersible pumps, motor controls, switchboard controls and metering devices
- Engineering principles used in the design of water systems
- Stock/inventory control and methods
- 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.
- Prepare and administer a District budgeting and fiscal control process.
- Communicate well during public presentations.
- 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.

**Desired Qualifications:**

- Minimum of seven years in a leadership role working in water industry, operations and maintenance.
- Proven experience in the development and construction of major capital projects.
- California Distribution System Operator Grade IV License.
- Registration as a Professional Engineer in the State of California.
- Bachelor's 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.

**Required Licenses/Certifications:**

- California Distribution Operator Grade III.
- California Water Treatment Plant Operator Grade II.
- 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: \_\_\_\_\_

