



Operations Manager

Salary Range: \$118,000 - \$158,000

The full-time position offers a terrific team environment and excellent benefit package.

The District

The Fair Oaks Water District is a special district with over 100 years of service to its community of approximately 38,000 residents. With a staff of 31 employees, the District provides ratepayers with a reliable supply of water and excellent customer service.

Fair Oaks Water District Management

“Different backgrounds, different styles, diverse thinking, one goal, one mission and one team – united by trust, accountability and grace for each other and the people that we serve.”

General Job Description

Under direction of the General Manager, this position is responsible for coordinating the operations and engineering functions of the District. Manages the maintenance and construction of District facilities. Responsible for supervision and quality of work performed by District personnel, consultants and contractors. Manages the District Capital Improvement Program. Provides comprehensive planning and technical support for the District. Informs the General Manager of problems encountered and takes remedial action that may be required.

The Ideal Candidate

Any combination of training and experience may qualify if it would provide the skills, knowledge and abilities to accomplish the requirements of the position.

Knowledge of:

- Principles and practices of civil engineering with particular emphasis on the design and construction water distribution and facilities.
- Water distribution principles and practices.
- Master plan development for public water systems.
- 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.
- Stock / inventory control and methods.
- Cost estimating and contract administration.
- Principles of 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.
- Develop detailed technical reports.

- Communicate effectively during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Use the suite of Microsoft Office products at a high level.

Experience, Licenses and Certification

- Minimum of ten years in a leadership role working in water industry, operations, engineering and maintenance.
- Proven experience in the development and construction of major capital projects.
- California Distribution System Operator Grade IV certification desired – Grade III required.
- California Water Treatment Plant Operator Grade II certification.
- Bachelor's degree from an accredited college or university with major course work in civil engineering, business management, or related field.
- Valid California Driver's License Class C or higher.

Full job descriptions at <https://www.fowd.com/job-description>

HOW TO APPLY: Applications and job descriptions may be obtained at <http://www.fowd.com/employment> or from the District office located at 10326 Fair Oaks Blvd., Fair Oaks, CA 95628. Resumes and cover letters are encouraged but will ***not*** be accepted in lieu of the application form.

Applications may be emailed to rsimon@fowd.com or mailed to the address above and **must be received by 4:30 PM on Wednesday, March 10, 2021 for consideration.**