



## Fair Oaks Water District Job Description

### Assistant General Manager

DEPARTMENT: Administration, Customer Service, Operations and Maintenance  
FLSA STATUS: Exempt  
DIRECTLY REPORTS TO: General Manager  
DIRECTLY SUPERVISES: Operations Manager and Technical Services Manager  
JOB DESCRIPTION DATE: July 25, 2023  
ANNUAL SALARY RANGE: \$137,000.00 - \$185,000.00  
JOB CLASSIFICATION: Regular Full-Time

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

Under direction of the General Manager, responsible for planning, organizing and managing day-to-day operations and engineering, planning, maintenance and construction functions of the Fair Oaks Water District (FOWD) in accordance with FOWD Policy. Responsible for supervision and quality of work performed by FOWD personnel, consultants and contractors. Responsible for assisting with implementing Board policies and programs. Supports the development of the annual budget and oversees conformity and compliance. Provides comprehensive planning and technical support for the FOWD. Assists with personnel administration. 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 primary 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. Assists the General Manager, as directed, with all aspects of the FOWD policies, procedures, programs and operations; assumes the duties and responsibilities of the General Manager in their absence.
2. Provides oversight for the day-to-day operations of the water system, operations and maintenance activities and engineering functions.
3. Ensures the proper planning, designing, budgeting, scheduling, and construction of operations and maintenance projects.
4. Provides oversight to the preparation and implementation of the FOWD's Capital Improvement Program and any other engineering activities.
5. Supports the development of the annual budget and oversees conformity and compliance.
6. Serves as the FOWD's Chief Distribution and Treatment Operator.

7. Approves timecards, overtime and vacation requests; assists with employer employee relations and classification/compensation studies; formally evaluates the work performance of personnel; recommends salary adjustments to the General Manager.
8. Reviews requests for expenditures and approves payment of invoices.
9. Reviews legislation and provides advice and consultation to the General Manager.
10. Manages and oversees risk management and facility operation functions for the FOWD in coordination with the Operations and Technical Services Managers.
11. Represents the FOWD by attending and participating in meetings with State, Federal, and local agencies; serves on technical committees with representative of other agencies; and attends FOWD Board and Committee meetings.
12. Evaluates the adequacy and efficient use of equipment and materials for the FOWD; making recommendations for adjustments as required.
13. Responds to emergency situations, public inquiries regarding the FOWD and difficult customer complaints.
14. Maintains continuous awareness of FOWD policies and administrative practices; recommends changes that increase the efficiency and economies of FOWD operations.
15. Conducts a variety of studies and surveys related to the FOWD, its programs and its effectiveness in meeting its stated purpose.
16. Oversees and provides support for updating FOWD construction specifications, details, and procedures.
17. Prepares necessary reports; keeps complete and accurate records.
18. Confers regularly with the General Manager on matters of policy and short and long-term planning; works on special projects as required.
19. Has a primary role in the development of the FOWD's annual budget.
20. Maintains a high level of confidentiality with discretionary knowledge.
21. Will work overtime as required without additional compensation.

### **Other Duties**

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

### **Job Standards/Specifications**

#### **Knowledge of:**

- Principles and practices of water distribution system design and operation, construction, water quality and treatment.
- Master plan development for public water systems.
- Water treatment processes.
- Contract development, cost estimating and administration.
- Principles and practices of human resource management and laws.
- Principles of public administration and finance, including administrative analysis, budget development and fiscal controls, capital improvement fiscal planning, and policy and program development.

- Laws, rules, ordinances, regulations, codes and legislative processes applicable to FOWD programs and operations.

### **Ability to:**

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet FOWD goals.
- Prepare, administer and monitor a FOWD budgeting and fiscal control process.
- Develop long-range capital improvement plans.
- Collect, organize and analyze data; maintain records, and prepare reports, including detailed technical reports.
- Communicate effectively, verbally during public presentations and in writing; prepare concise and comprehensive reports and contract documents.
- Effectively represent the FOWD at functions with the public and other governmental agencies.
- Provide advice and consultation to the General Manager on development, ordinances, regulations, programs and policies.
- Evaluate and make recommendations on improvements to existing FOWD operations, programs and services.
- Establish and maintain cooperative working relationships with the Board of Directors, General Manager, staff, outside agencies, consultants/contractors and the public.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Use the suite of Microsoft Office products at a high level.
- Analyze situations and make sound recommendations in support of FOWD goals.
- Review and comprehend technical financial information.
- Lead and develop FOWD staff.

### **Typical Physical Activities**

- Travel regularly by vehicle.
- 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 ten (10) years of professional civil engineering or business management experience, preferably in a leadership role as a senior level executive in the water industry with operations, engineering and maintenance, including at least five (5) years in a management or supervisory capacity.
- Proven experience in the development and maintenance of public water systems.
- California Distribution System Operator Grade IV certification.
- 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.

- Human Resources certification desired.
- 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: