

MAJOR FUNCTION

This is highly responsible administrative and professional work directing, planning, coordinating, and managing the activities and operations of the Water Operations Section. Work involves planning, coordinating and managing the operation and maintenance of the City's water supply and storage facilities, utility control center, drinking water quality, metering and other water environmental issues essential to compliance with applicable standards and regulatory bodies governing the Underground Utilities and Public Infrastructure Department. Work also includes cooperating with other city departments, county and state agencies involving environmental issues, concerns and projects. The incumbent is expected to exercise considerable independent judgment and initiative in the performance of duties. Work is performed in accordance with established goals, policies and procedures under the direction of the Assistant General Manager, Underground Utilities and Public Infrastructure and is reviewed through observation, conferences, reports, compliance and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Directs and coordinates the operations of the water production and storage facilities, metering and remote utility systems monitoring (SCADA) areas to meet customer satisfaction and to be in compliance with federal and state rules and regulations. Plans, reviews and evaluates environmental and analytical results and reports to meet departmental goals, compliance standards and/or customer satisfaction measures. Continuously monitors program activities and makes adjustments to maintain compliance with policies, rules and regulations. Maintains knowledge of state, federal, and local drinking water, groundwater and environmental rules and regulations and keeps abreast of proposed changes that would impact departmental operations. Prepares and manages the water operations budget and is responsible for all phases of the operating budget and capital improvement plan. Directs and monitors complex water system metering operations involving the installation, calibration, maintenance and troubleshooting of water meters; the operation of advanced information management systems for operations, metering, and SCADA areas; and system dispatch related functions including well scheduling, emergency dispatching, water production capabilities, stormwater, sewer lift stations and gas transmission status. Trains and/or directs the training of operational and professional staff. Recommends the selection, transfer, advancement, grievance adjustment, discipline and dismissal of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Prepares oral and written reports and serves on technical committees. Performs related work as required.

Other Important Duties

Serves as technical liaison for environmental issues involving departments, divisions, public, county, city, state and federal legislative bodies. Researches and reviews technical literature, journals and books and incorporates applicable findings into departmental operations. Performs related work as required. Serves as emergency essential staff to ensure continuity of water production operations and regulatory compliance through a declared emergency.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of chemical, biological, and ecological issues, rules and regulations, as are applicable to drinking water, wastewater and the environment. Knowledge of management principles and skills. Thorough knowledge of environmental pollution control methods, techniques, equipment and practices. Thorough knowledge of the principles, methods and techniques of conducting field investigations. Considerable knowledge of the principles of supervision, training and performance

evaluation. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to make detailed oral and written reports and communicate effectively, orally and in writing. Ability to coordinate project activities with various administrative, engineering, and operating disciplines. Ability to speak effectively with groups. Demonstrate interpersonal facilitation and communication skills. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience:

Possession of a bachelor's degree in engineering, environmental science or a related field, and five years of administrative and managerial experience in one or more areas associated with the design, operation or management water supply, treatment and distribution systems; environmental compliance associated with drinking water, wastewater or storm water programs; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Possession of a valid Class E State driver's license at time of appointment

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