



# Clearlake Oaks County Water District

## Job Description

### **OPERATIONS MANAGER**

**Treatment or Distribution or Water**

**Status: Non-Exempt**

**Salary Range: \$30.00 – \$40.25**

**Conditions of Employment:** This position is an "at will" basis, meaning you may resign at any time and that the General Manager may terminate your employment at any time, with or without cause. This position reports directly to and receives general supervision from the General Manager.

**Definition/Summary:** This is an administrative position which requires the ability to plan, organize, supervise and administer all aspects of water and waste water maintenance; operations; planning; regulatory compliance; budgetary and construction activities.

The Operations Manager will administer the water and waste water divisions to assure compliance with all regulatory agencies; supervise the operations and maintenance of the water, waste water and Collections/Distribution systems; administer training for water and waste water staff; prepare written and oral reports; assist in the operations and maintenance of the water and waste water facilities; develop work plans and make work assignments; establish maintenance schedules; and performs all other duties as assigned.

Develops, implements and monitors operating and maintenance procedures and recommends alterations in the water and waste water facilities and procedures to improve effectiveness and efficiency; assists in the planning and development of new facilities and equipment; recommends equipment specifications. Ensures that safe working practices are followed and directs the proper maintenance of all equipment, tools and facilities. Prepares and maintains records of facility locations, sizes, model numbers, material types, maintenance activities, performance evaluations, monitoring reports, compliance reports, laboratory tests, etc. Directs, supervises and assists in the installation of pipelines, pumps, treatment facilities and other ancillary equipment and materials used in the water and waste water divisions. Investigates malfunctions in water and waste water facilities and directs troubleshooting and repair activities. Participates in the financial and physical operations and maintenance of the all District facilities. Assists the General Manager in preparing the operating budget for the water and waste water divisions. Prepares cost estimates for maintenance and repair. Assists in the preparation of the capital budgets and capital improvement programs for the water and waste water divisions. Is expected to look for cost saving measures, including but is not limited to, projecting costs, negotiating with vendors and reviewing invoices. Prepares reports concerning water and waste water facilities. Attends and participates in meetings as a representative of the water and waste water divisions. Supervises the maintenance of an inventory of materials and equipment needed to make repairs to District property and facilities. Reviews time sheets, work orders, and related records. Supervises and controls the emergency callouts by the water and waste water division staffs. Authorizes the purchase of budgeted equipment, materials and supplies. Investigates and responds to complaints regarding the water and waste water facilities. Coordinates and administers various water and waste water programs such as backflow prevention, water conservation, and wastewater monitoring. Works evenings and weekends as required. Coordinates with and assists other County departments and divisions, as needed, in the maintenance, repair and operations of all District facilities.

**Minimum Requirements:**

**Education:** High School Graduate or equivalent.

**Certifications/**

**Licenses:** Grade III California Water Distribution Operator Certification, Grade II California Water Treatment or Wastewater Operator Certification.

**Experience:** Minimum of six years combined work experience in both water and wastewater operations and maintenance. Minimum of three years experience as a supervisor in water and wastewater.

**Knowledge of:** Report writing, supervision, budget preparation, capital improvement program development, and cost estimating. Extensive knowledge of methods, equipment, processes and tools used in the operation and maintenance of water and wastewater facilities. Regulatory requirements for water and wastewater systems along with safe working procedures.

**Ability To:** Supervise and carry out assigned duties with minimal supervision. To operate and maintain water and wastewater facilities including, but not limited to: collection, storage, treatment, distribution, disposal, well, and laboratory facilities. Perform heavy manual labor along with conducting laboratory tests and interpret the results of laboratory tests. Operate various construction and maintenance equipment. Communicate effectively, prepare both written and oral reports and to keep complete and accurate records in a well organized fashion. Maintain good working relationships with fellow employees and to maintain good public relations, in addition to maintain a clean and professional appearance for themselves, staff and the District facilities they are responsible for.

**Physical**

**Requirements:** Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires extended periods of time using near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person and this position requires responding to public inquiries and complaints in a tactful and courteous manner. The Operations Manager participates in water and wastewater systems maintenance activities that may require walking on uneven ground, climbing ladders and working with heights, working around machinery, fumes, dirt and gas and sometimes during inclement weather. Employees in this classification will be required on a regular basis to don a Self Contained Breathing Apparatus and/or perform work in "Confined Spaces"; all such work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well as the District's Safety Program and Illness and Injury Prevention Plan. Work may include considerable physical exertion, including heavy lifting objects greater than 50lbs. In emergency situations, the employee may be called upon to report for work and/or coordinate appropriate activities from a remote location.

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Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

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General Manager Signature \_\_\_\_\_ Date \_\_\_\_\_