



ROWLAND WATER DISTRICT

DIRECTOR OF OPERATIONS

Definition

Under administrative direction: to plan, organize, direct and coordinate the maintenance, construction, and operations functions of the District, and to do related work as required.

Example of Duties

Depending upon assignment, duties may include, but are not limited to the following:

- Plans, organizes, directs and coordinates the maintenance, construction and operations functions of the District.
- Provides general management and administration of shops, buildings, and grounds maintenance, electrical repair, and communications-control installation and maintenance
- Oversees domestic water operations.
- Provides supervision, training and work evaluation for field supervisory staff.
- Reviews acquisition requirements and develops recommendations regarding the purchase, servicing, testing, inspection and repair of automotive and construction equipment.
- Assists in the development with long range planning of District maintenance and construction, and operations functions.
- Develops the maintenance, operations and construction budget and controls costs.
- Makes spot inspections of work in progress to insure proper utilization of staff and equipment.
- Reviews employee effectiveness and personnel evaluations with field supervisors.
- Prepares and executes plans for expansion, reduction, and shifting of maintenance and operations functions.
- Provides general coordination of maintenance, construction and operations activities with other District functions.
- Monitors employee certification, training and safety programs.
- Periodically reviews and evaluates power consumption of District pumping facilities to reduce costs and raise efficiency.
- Provides input and review for the development and administration of construction contracts.
- Performs special projects as delegated by the General Manager.
- Represents District maintenance, operations, and construction functions with the public, contractors, and representatives of other government agencies.
- Fill In for the General Manager in the event of his/her absence.

Typical Physical Activities

- Travels regularly by vehicle and automobile in inspecting District facilities and field operations.
- Occasionally works in an outdoor environment.
- Communicates orally with District Board members, co-workers, and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers and FAX machines.
- Walks on uneven terrain.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

Special Requirements

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Required to pass a physical examination including drug screening. Character background verification will also be performed prior to employment. Required to possess California State Department of Health Water Treatment Grade III and Water Distribution Operator Grade IV and the ability to obtain California State Department of Health Water Distribution Operator Grade V within a reasonable period of time upon request and successfully complete a six (6) month probationary period

Employment Standards

Knowledge of:

- Principles, methods and practices used in water distribution system maintenance, operations and construction work.
- Principles, methods and practices of automotive and construction equipment operation, use, maintenance and repair.
- Principles, methods and practices used in building maintenance, grounds maintenance, and landscaping.
- Principles, methods and practices used in communication-control equipment installation, maintenance and repair.
- Principles, methods and practices used in treatment plant operations, maintenance and construction work.
- Rules, regulations and Codes applicable to District maintenance, operations and construction functions.
- District policies, rules, regulations and procedures.
- Work safety standards and requirements.
- Principles of budget development and expenditure control.
- Principles of supervision, training and management.

Ability to:

- Plan, organize, manage and administer the maintenance, construction and operations functions of the District.
- Oversee the establishment and maintenance of certification, training and work safety programs.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment uses and time requirements.
- Insure the proper maintenance, construction, operation and repair of District equipment and facilities.
- Develop and control budgets.
- Effectively represent District maintenance, operation and construction functions with the public, contractors and other organizations.
- Establish and maintain cooperative working relationships.

Desirable Education and Experience

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Broad and extensive work experience in performing maintenance, construction and operations work for a water district, or other public agency. At least two (2) years of experience in a management or supervisory capacity.

Overtime Assignments

The purveyance of water is a vital service to the community and as such requires the availability of District personnel at all times. Consequently, employees will be required to respond to emergency calls, accept periodic overtime assignments, and perform any and all duties deemed necessary by the District. Lacking a bona fide excuse satisfactory to the District, a failure to report when called could result in termination.

Fair Labor Standards Act

For the purposes of the Fair Labor Standards Act, this position shall be considered a General Employee Unit, "exempt" position.

Equal Opportunity Employer

Rowland Water District is an equal opportunity employer and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex.

Americans With Disabilities Act

The District will make such reasonable accommodation to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans With Disabilities Act of 1990.

*Job Descriptions only present a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Job Descriptions shall be periodically reviewed and updated by the General Manager.*

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date