

JOB DESCRIPTION

Job Title	Director of Facilities and Operations	Supervisor	General Manager
Department	Facilities & Operations	Class Group	Department Head
Division	N/A	Salary Grade	E142
Section	N/A	FLSA Status	Exempt

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under administrative direction of the General Manager, the Director of Facilities and Operations plans, organizes and directs the engineering, maintenance, operation, modification and improvements of the potable and reclaimed water distribution systems, the water treatment plant and raw water reservoir, the water reclamation plant, the compost plant, the trunk sewers, lift stations and facilities maintenance for the District. Provides highly complex staff assistance to the General Manager, and performs other related duties as required. The Director of Facilities and Operations exercises administrative and technical supervision over all department personnel through division managers and operation specialists.

ESSENTIAL DUTIES

Duty 1

Plans and directs the operation of the potable and reclaimed water distribution systems, the water treatment plant and raw water reservoir, the water reclamation and composting plants, including pumping stations, lift stations, metering stations, trunk sewer systems, tanks and reservoirs, and all District facilities maintenance.

Duty 2

Directs the preparation and administration of the department budget and infrastructure investment plan.

Duty 3

Directs and participates in the development and implementation of program goals, objectives, policies and priorities; formulates departmental rules, procedures and policies and ensures that they are carried out; reviews policies and work of other departments and consultants as they relate to operational facilities.

Duty 4

Directs the preparation of a variety of technical reports for use by the District and regulatory agencies; investigates and reviews new technology in the water and water reclamation fields.

Duty 5

Makes recommendations regarding the construction needs, improvements, improved control and effective operation of the division; oversees the water quality control and the operation of the biochemical testing laboratory used in the daily operation of the District and for research activities.

Duty 6

Reviews and makes recommendations on proposed personnel actions; recommends staffing levels; directs the development and implementation of training programs.

Duty 7

Directs the engineering design, inspection and construction management of capital improvement projects.

Duty 8

In conjunction with the General Manager and other department directors, assist in developing policy and management recommendations to the Board of Directors. This is accomplished through strategic planning and long-range program development activities.

Duty 9

Interviews and recommends selection of candidates; establishes performance expectations and performance standard for the division; oversees plans and actions for employee development; prepares and conducts employee evaluations; conducts informal counseling on work issues; prepares documentation and improvement plans to address work performance problems/deficiencies, and recommends and implements approved disciplinary actions.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Regulations, monitoring requirements and operational procedures for water and sanitation systems;
- ◀ Design and engineering standards for potable and reclaimed water and water reclamation facilities;
- ◀ Principles of administration, organization and management; personnel policies and procedures;
- ◀ Principles and practices of effective emergency preparedness planning;
- ◀ Techniques for budget planning and development;
- ◀ Mentoring and coaching skills essential to creating a work environment which supports initiative and independent work while also meeting requirements necessary to accomplish assignments of the department;
- ◀ Sound judgment with respect to setting of priorities, evaluating and assigning personnel and accomplishing the District's mission and strategic plan;
- ◀ Fiscal management and decision making;
- ◀ Safety standards and practices.

ABILITY TO:

- ◀ Set goals and obtain results, make oral and written presentations;
- ◀ Analyze technical and administrative problems and recommend solutions;
- ◀ Review engineering plans and proposals;
- ◀ Direct the work of several units;
- ◀ Work effectively with employees, peer departments, the Board, outside private and public agencies and the community to meet the goals and objectives of the District.

PHYSICAL AND SENSORY REQUIREMENTS:

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to write legibly and to use calculators, computer terminal, and other general office machines;
- ◀ Ability to lift and carry up to approximately ten pounds; and to reach, bend, or crouch to use files and records;

- ◀ Ability to travel to different sites and locations.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Equivalent to graduation from an accredited college or university with a degree in civil engineering, public administration, business administration, or closely related field.

EXPERIENCE: Four (4) years of managerial experience in the planning, operation and maintenance of water treatment, distribution and reclamation facilities.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A valid California class C driver's license must be maintained at all times.

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

One or more of the following, State of California certifications or registrations are desirable:

Grade V Wastewater Treatment Plant Operator Certification
Grade V Water Distribution Operator Certification
Grade V Water Treatment Plant Operator Certification
Registration as a Professional Engineer in California.