

## UTILITY OPERATIONS MANAGER

### **DEFINITION:**

Under supervision of the General Manager or designee, the Utility Operations Manager assists the General Manager in overseeing Water and Wastewater construction, repair and maintenance; trains new employees in methods, equipment and practices used in said construction, repair and maintenance; oversees construction projects; operates backhoe, snow removal equipment and specialized water and wastewater equipment; assists in the construction and maintenance of District property and infrastructure; consults with the General Manager on general priorities, plans and policies; recommends and submits projects to the General Manager for inclusion in the annual budget; insures that operations, plans and personnel are sufficient to meet day-to-day as well as emergency situations; meets customers and resolves complaints and problems; assists in the evaluation of subordinates work performance; conducts training programs; completes requisitions for parts and supplies; shares standby and emergency responsibilities with other field personnel when required, prepares and submits required reports to regulatory agencies; works effectively with staff from other IVCS D departments to achieve District's mission and goals.

### **DISTINGUISHING CHARACTERISTICS:**

This is a management-level classification. The incumbent is responsible for directing and overseeing road, water and wastewater facility maintenance and construction as well as maintenance of other District infrastructure such as parks and pools in the Indian Valley Community Services District.

### **REPORTS TO:**

General Manager or designee

### **CLASSIFICATIONS SUPERVISED:**

Field Supervisor, Operator I/II, Operator in Training, Maintenance Worker/Meter Reader, and other appropriate classifications that may be established in the future.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL JOB DUTIES: (Illustrative Only)**

**District Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.**

- Supervise and assist contractors and personnel in excavating for services using a backhoe, hand and/or power tools.

- Ensure that data entry and reports to the State of California are performed and submitted timely and accurately.
- Approve personnel time-sheets, process employee leave requests, and control scheduling of employees.
- Perform employee performance reviews for subordinate personnel.
- Participates in the installation, construction, maintenance and repair of water mains, pump stations, service lines, and other water utility components, including valves, regulators, and sprinkling systems; taps mains.
- Installs and removes water meters.
- Installs, maintains, tests and repairs fire hydrants in coordination with Indian Valley Fire Department.
- Cleans system equipment.
- Digs and backfills trenches.
- Resurfaces asphalt and forms, pours and finishes concrete repairs at job sites.
- Activates and Deactivates water services
- Oversees the regular reading of water meters.
- Collects water samples.
- Ability to perform mathematic calculations accurately and efficiently.
- Participates in the installation, maintenance and repair of sanitary sewers, pumping stations, storm drains and related structures; inspects system components.
- Lays sewer lines.
- Raises or lowers manholes to proper street or alley grade.
- Cleans and flushes sewer mains.
- Checks and maintains sewer pumps.
- Maintains and makes minor repairs to recreation and District properties.
- Assists in excavating for services using hand and/or power tools.
- Sets services saddles on mains and operates tapping equipment.
- Runs services lines, sets meter yoke, meter and meter boxes.
- Learns location of valves, meters and manholes; reads and sets meters.
- Rods and flushes sewer mains.
- Assists in pump and motor repairs and maintenance.
- General housekeeping of district facilities.
- Operate valves and other controls to feed chemicals into sewage and water.
- Regulate and control the flow of sewage through the plant, including the operation of bar screens, pumps, blowers, chlorinators, and other equipment.
- Read charts and gauges and maintains a log of plant operations.
- Take samples of sewage and perform routine laboratory tests, such as chlorine residual, bio-chemical oxygen demand, dissolved oxygen, volatile solids, settleable solids, and other tests.
- Assist in periodic maintenance work, including disassembly and repair of pumps, valves, flow rate controllers, chemical dispensers, bar screens, collectors, and other plant equipment.
- Types, formats and proofreads a variety of routine reports, letters, documents, flyers, brochures, and memoranda; checks drafts for punctuation, spelling, and grammar.
- Compiles information and data for reports and submits to requestor; assembles reports, manuals, articles, announcements, and other informational materials;

- Maintains and updates departmental record systems; retrieves information from computer systems and databases as required.
- Gathers, assembles, updates, and distributes a variety of department of District specific information, forms, records, and data as requested.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized and timely manner.
- Utilize SCADA system to track operational and plant process control trends.
- On-call during off duty periods when directed by the General Manager or designee and generally available to respond to night and weekend emergencies.
- Other related duties as may be required.

**DESIREABLE QUALIFICATIONS:**

**Knowledge of:**

- All rules and regulations applicable to running a drinking water system and sanitary sewer system in the State of California.
- Safe work practices.
- Safety rules, codes and regulations pertaining to wastewater systems.
- Hand and power tools, equipment and materials used in maintenance and construction work.
- Advanced methods, techniques, and equipment used in water and wastewater treatment facilities and disposal.
- Operation, maintenance, and repair of wastewater treatment plant equipment.
- Operation, maintenance, and repair of wastewater system lines.
- Advanced wastewater treatment principles, methods, and practices.
- Proper methods used in cleaning work.
- Advanced facility and ground maintenance techniques and materials.
- Advanced principles and procedures of record keeping and reporting.
- Modern office practices, methods and computer equipment and applications related to the work.
- Chain of command.
- English usage, spelling, vocabulary, grammar, and punctuation.
- SCADA system. chlorine handling procedures, and hazmat safety rules and regs
- Modern office practices, methods, and computer equipment and applications, including word processing, database, accountings, social media and spreadsheet applications.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Perform semi-skilled work in the maintenance, construction, and repair of District facilities.
- Perform manual labor.

- Perform periodic maintenance work, including disassembly and repair of pumps, valves, flow rate controllers, chemical dispensers, bar screens, collectors, and other plant equipment.
- Read charts and gauges and maintain a log of plant operations.
- Take samples of sewage and perform routine laboratory tests, such as chlorine residual, bio-chemical oxygen demand, dissolved oxygen, volatile solids, settleable solids, and other tests.
- Follow oral and written directions.
- Effectively communicate tasks and assignments to subordinates.
- Establish and maintain cooperative working relationships.
- Clean and care for an assigned area and equipment.
- Perform a variety of general maintenance and semi-skilled work in the maintenance and repair of District buildings, facilities, and associate equipment.
- Recognize and locate conditions which require maintenance and repair.
- Work on own initiative without supervision.
- To respond to night and weekend emergencies, upon direction of direct supervisor.
- Efficiently and accurately complete tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Efficiently use a computer and software to prepare data spreadsheets, perform word processing, perform Internet research, and utilize email communication

**MINIMUM QUALIFICATIONS:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to the completion of the twelfth (12<sup>th</sup>) grade. (High School Diploma or GED)
- Two (2) years of supervisory/management experience, (formal or informal training will be considered).
  - General Manager shall have discretion to determine if experience qualifies an employee/applicant under this provision.
- Two (2) years of experience in a position equivalent to the Field Supervisor classification of the District.
  - General Manager shall have discretion to determine if experience qualifies an employee/applicant under this provision.
- Supervisory sexual harassment training (within 3 months of hire).
- Clean driving history acceptable to the District's insurance carrier.
- Possession of a valid State Water Resources Control Board, Division of Drinking Water, D-2 Water Distribution Operator Certificate (or higher).
- Possession of a valid State Water Resources Control Board Grade II Wastewater Treatment Plant Operators Certificate (or higher).
- Possession of a valid Backflow Certification.

**TOOLS AND EQUIPMENT USED:**

May include District trucks, vehicles, trailers, backhoe, loader, excavator, rodding machine, jetter, various snow removal equipment, pneumatic tools, sewer cameras, various other hand and power tools, shovels, telephone, or other tools and heavy equipment as required by the assignment

**PHYSICAL DEMANDS:**

Frequently stand and walk; walk for long distances and on sloped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; must be able to maintain stamina during sustained physical activity; finger dexterity and arm-hand steadiness to use a variety of hand and power tools; must be able to reach and lift arms above the shoulder; ability to lift material weighing over 100 pounds with assistance; ability to bend, stoop, kneel, crawl, and crouch; corrected hearing and vision to normal range; verbal communication; ability to wear safety and protective clothing such as hard hats, safety glasses/goggles, ear plugs, respirators, gloves, boots and chemical resistant clothing; use of hand tools, chain saws, and jackhammers.

**ENVIRONMENTAL ELEMENTS:**

While performing the duties of this job, the employee often works in outside weather conditions. The employee occasionally works near moving mechanical devices. The employee occasionally works in high, precarious, or in confined places and is occasionally exposed to adverse environmental / work conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery hazards, electric currents, traffic hazards, pathogenic substances or airborne particles, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

**PROBATIONARY PERIOD:**

Successful applicant shall have a one (1) year probationary period.

**WAGES/BENEFITS:**

Pay scale and benefits are under the IVCS D most current, approved salary schedule.

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