



Tuolumne Utilities District
Job Description
OPERATIONS MANAGER

POSITION:	Operations Manager	DEPARTMENT:	Operations
REPORTS TO:	General Manager	FLSA Status:	Exempt
PAY RANGE:	Range 64	DATE PREPARED:	2015
INCUMBENT:			

General Description:

Under general administrative direction of the General Manager, plans, organizes, coordinates, reviews, evaluates and supervises the operation and maintenance activities of the District, including its raw water storage and distribution systems, water treatment and distribution facilities, and wastewater collection, treatment and disposal systems; directs, coordinates and manages the District's capital improvement program as assigned; assigns tasks to subordinates; provides liaison between District and other private and governmental agencies; and performs other related work as required.

Supervision:

As Department Head of the Operations Department, exercises direct supervision over Water Department Superintendent, Wastewater Superintendent, Water Master (Distribution Department), Construction/Maintenance Superintendent, Fleet Foreman, Communications Technician and Electrician/Instrumentation Technician.

Essential Functions: –*Essential responsibilities and duties may include, but are not limited to, the following:*

- ♦ Plans, organizes, manages, reviews and evaluates the treatment, regulation, distribution and maintenance of raw water, treated water and wastewater facilities in accordance with state and federal guidelines to meet the contractual and customer needs.
- ♦ Develops and directs the implementation of goals, objectives, and procedures for the department.
- ♦ Assists in the establishment and implementation of operating policies and procedures.
- ♦ Develops and administers the annual budget for the department.
- ♦ Interviews job applicants and presents hiring recommendations to the General Manager in accordance with District personnel policies and procedures.
- ♦ Reviews and comments on engineering plans.
- ♦ Directs and carries out the district's Emergency Response Plan (ERP) as the Emergency Response Coordinator (ERC).
- ♦ Works with the public, developers, utilities, and others to resolve complaints, explain

requirements, and coordinate operations.

- ♦ Receives, investigates and makes assignments for investigation of complaints of distribution and/or service problems.
- ♦ Directs, coordinates, manages, and inspects capital improvement projects for department needs.
- ♦ Confers with District administrators regarding priorities and conflicts pertaining to technical and material requirements regarding activities on District facilities, equipment, and machinery.
- ♦ Ensures compliance with District and governmental safety policies, procedures, and regulations.
- ♦ Evaluates performance of subordinate supervisors, counsels employees; and prepares documentation; recommends and carries out discipline; develops improvement plans for deficiencies.
- ♦ Resolves employee grievances and work disputes prior to formal grievance procedure.
- ♦ Builds, develops, and manages operations supervisors capable of carrying out the mission of the district.
- ♦ Through subordinate supervision, administers:
 - Patrol, regulation, and repair of ditches and other raw water works,
 - Operation, maintenance, and repair of water and wastewater treatment plants and distribution and/or collection systems and associated storage facilities, and
 - Directs the maintenance of records and directs or prepares the preparation of periodic and special reports.
- ♦ Performs other related duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and methods of water treatment and distribution, and wastewater collection, treatment and disposal.
- Procedures, materials and equipment used in the operation, maintenance and improvement of water treatment and distribution, and wastewater collection, treatment and disposal.
- Principles of organization, management and budget development.
- Principles of supervision, training, and effective personnel management.
- Rules and regulations pertaining to handling, storage, and disposal of hazardous and toxic

materials and waste.

- Proficient in Microsoft word processing and spreadsheet software applications.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Develop, supervise, train and evaluate staff.
- Provide technical advice and recommendations on construction, maintenance and operation activities.
- Administer and oversee capital improvement projects.
- Plan, develop and administer an annual department budget.
- Prepare clear, accurate and complete reports.
- Keep accurate records.
- Establish and maintain cooperative working relationships.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.
- Lead people and get results through others.
- Follow oral and written instruction.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to display verbal skills to effectively interface with other staff members, the public, other public agencies, contractors and developers; maintain the capacity to sit at a computer for extended periods of time; walk, climb and negotiate uneven terrain; climb, ascend and descend steps, ladders and embankments; ability to lift, push, pull and carry up to 50 lbs.; use hands and fingers to handle, or feel objects and controls; and drive a vehicle in all weather conditions.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Drives a vehicle and performs work in a variety of weather conditions ranging from snow to 100°F.

Inside: Many of the job activities are performed indoors in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors from internal combustion engines; exposure to dust

generated during construction operations; exposure to fumes from weed control chemicals and waste treatment and collection.

Noise/Vibration: Moderate exposure to noise, and moderate vibration from tools and equipment.

Education and Experience:

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

Education/Certification:

- High school diploma or the equivalent required. Higher education with major coursework in engineering or a technical field related to the work, supplemented by education or training in public administration desired.
- Possession of a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.
- Possession of a valid Wastewater Plant Operator's Certificate issued by the California State Water Resources Control Board.
- Possession of a valid Water Treatment Plant Operators Certificate issued by the California State Water Resources Control Board.
- Possession of a valid Water Distribution Operator Certificate issued by the California State Water Resources Control Board.

Experience:

A minimum of ten years of progressively responsible experience in water and wastewater operations, including five years of supervision. Management experience desired.

Work Hours:

7:00 a.m. to 4:00 p.m., Monday through Friday. Subject to after-hours calls, unscheduled work or as required to meet the needs of the District. Must be available to work overtime and attend evening Board of Directors meetings when required.

I have reviewed and agree to abide by any requirements reflected in this job description.			
_____	_____	_____	_____
Supervisor's Signature	Date	Employee's Signature	Date
Approved by General Manager: Approval Date: ____ / ____ / ____			