



Marina Coast Water District

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OPERATIONS & MAINTENANCE MANAGER

DEFINITION

Under administrative direction, plans, organizes and provides administrative direction and oversight for all District operations and maintenance functions including the laboratory; plans, manages and coordinates the installation, operations, maintenance and repair of water treatment and distribution and/or wastewater collections systems and related facilities including the District's fleet; ensures the reliable operation of all equipment, whether stationary or mobile; ensures conformance with applicable laws, regulations and District policies; provides expert professional assistance to District management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is given by the General Manager and/or the Deputy General Manager/District Engineer. Direct supervision is provided to the Operations and Maintenance Supervisor and Laboratory Supervisor. General supervision is provided to Operations and Maintenance staff through subordinate levels of supervisory staff.

CLASS CHARACTERISTICS

This is a single-position management classification functioning as head of the District's Operations & Maintenance Department. The incumbent oversees and directs all activities of the Operations & Maintenance Department and Laboratory, including short- and long-range capital improvement planning and budgeting. Responsibilities include coordination of the safety program, and establishing procedures and policies for employee safety, training, and documentation. This position serves as the District's Chief Distribution Operator, Chief Treatment Operator as required by the State of California. In addition, this position serves as the Emergency Operations Center Director and ensures that emergency planning is up to date. The position also serves as the Fats Oils and Grease (FOG) Source Control Program Administrator and the District's Backflow and Cross Connection Control Administrator, and maintains records to ensure conformity with specifications, compliance and maintenance of these programs. The incumbent facilitates department activities with those of other appointed officials and oversees departmental planning, operational goals and objectives.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, manages, and oversees the daily functions, operations, and activities of all of the District's operations and maintenance areas, including water treatment and distribution and wastewater collections systems and related facilities, as well as the laboratory.

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- Ensures compliance with state and federal regulations regarding water quality, employee safety and environmental issues.
- Implements and administers the District's Backflow and Cross Connection Control program to ensure that the water system is protected from contamination, all testing is performed annually and appropriate records are kept as required by law.
- Provides administrative oversight and support of the Fats, Oils, and Grease (FOG) Source Control and Backflow programs.
- Oversees laboratory programs that support water and wastewater treatment plant operations and processes and related water quality activities and ensures the District's Environmental Laboratory Accreditation (ELAP) program certification.
- Coordinates special investigations in water, wastewater, and process control and ensures necessary changes are made, as indicated by study findings and regulatory compliance monitoring.
- Prepares and administers the department's budget, including materials and supplies, outside services, chemical and outside lab service costs and vehicle and equipment expenses.
- Oversees the District's fleet of vehicles and operational equipment and ensures they are regularly maintained and in safe working condition;
- Plans, organizes, administers, reviews and evaluates the work of professional, technical, maintenance and office support staff directly and through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Manages the District's facilities security and emergency preparedness.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and District needs.
- Coordinates activities of staff and the department with those of other District departments and outside agencies.
- Participates in and provides input for the District's Capital Improvement Program.
- Confers with and represents the department and the District in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business and industrial groups, and the public.
- Oversees the development or update of the District's water and wastewater Asset Management plans and programs and other plans related to District infrastructure.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains and directs the maintenance of working and official departmental files.

- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of the development, maintenance and management of water treatment and distribution and wastewater collections systems and related facilities.
- Pertinent local, State, and Federal laws, rules and regulations and reporting, including EPA and CADPH Safe Drinking Water Regulations.
- Principles of supervision, management and general administration, including coaching and mentoring staff.
- Principles and techniques of capital improvement design, construction, inspection, funding and long-term maintenance.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Safety procedures pertaining to operations, including the techniques for handling and storing hazardous chemicals and agents.
- Employee right to know regulations, materials safety data management and OSHA rules and procedures related to confined space entry, fall protection, and trench safety
- Principles and practices of budget development, administration and accountability.
- Modern office procedures, methods, and equipment including computers, SCADA system computers radios and PLCs, GIS databases and CMMS databases and their respective software.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and District staff, in person and over the telephone.

Ability to:

- Plan, organize, administer, coordinate, review and evaluate a comprehensive water and wastewater systems and facility construction, maintenance and operations program.
- Read and interpret plans, specifications and diagrams used in the design and construction of water treatment and distribution and wastewater collection systems and related facilities.
- Administer programs and the work of staff directly and through subordinate levels of supervision.
- Select, train, motivate and evaluate the work of staff.
- Provide for the training and professional development of staff.

- Develop and implement goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpret, apply and explain complex laws, codes, regulations and ordinances.
- Effectively represent the department and the District in meetings with governmental agencies, community groups and various business professional, educational, regulatory and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education/Experience:

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

Bachelor of Arts or Science degree from an accredited college or university with specialized coursework that includes physical, chemical, or biological science and at least five (5) years of supervisory, administrative, or management experience in water technology to include water distribution, treatment and wastewater management. Additional years of experience may be substituted for the required education on a year-for-year basis up to two (2) years of education.

Licenses and Certifications:

Must possess a valid California class C driver's license and have a satisfactory driving record.

The following certification is required for this position or can be obtained within 24 months from appointment date:

- California Department of Public Health Water Distribution Operator Grade IV.
- California Department of Public Health Water Treatment Operator Grade II.
- California Water Environment Association Collection System Maintenance Grade IV.
- American Water Works Association Backflow Prevention Assembly General Tester and Cross Connection Control Specialist certification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect District development sites, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push,

and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions. Some field work may be required in order to inspect different development and construction sites, and some exposure to road hazards, inclement weather conditions, and hazardous substances may occur. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLSA Status: Exempt not eligible for overtime

Bargaining Unit: Teamsters Local 890