

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DIRECTOR OF FIELD OPERATIONS

DEPARTMENT: WATER/WASTEWATER

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS - 02/16/05

SUMMARY: To plan, organize, coordinate and direct the operations and maintenance of water, wastewater and drainage functions of the District; to supervise, train and evaluate staff; to coordinate the construction and maintenance work of outside contractors.

SUPERVISION: Receives general supervision from the General Manager. Provides direct supervision over Treatment Plant Supervisor and Utility Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, coordinates and directs a wide variety of water distribution and treatment, wastewater collection systems and treatment plant operations, flood control and drainage, raw water and treated effluent storage, including operation and maintenance of earth-filled dams, drainage systems, levees, lakes and reservoirs, construction and maintenance, functions of the District;
- directs and participates in the development of goals, objectives, rules, policies and operating procedures for field operations;
- prepares departmental budget requests and controls expenditures; coordinates the activities of the department with other District departments;
- maintains water rights permits and oversees preparation of periodic reports to Federal and State, county and local agencies;
- prepares cost estimates and specifications for outside contract work including Capital Improvements Projects;
- coordinates and routinely inspects construction and maintenance work performed by contractors;
- establishes and oversees comprehensive programs for preventive maintenance, work safety, training and energy conservation;

- approves the requisition of materials, supplies, and equipment;
- attends meetings of the District Board of Directors; prepares detailed staff reports and makes presentations to the board;
- provides technical information, advice, and consultation to the District Board and General Manager on water, wastewater, and drainage activities or problems;
- directs the preparation and prepares a variety of reports related to operations, functions, and activities;
- responds to sensitive citizen inquiries and complaints concerning operations and activities;
- serves on District or community committees as assigned;
- develops long range strategic and financial goals for the department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to administer and manage the operations of the water, wastewater, and drainage functions and to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of the principles and methods of water distribution, water treatment, and wastewater treatment, collections, operations and maintenance. Knowledge of the principles of organization and management; principles of supervision, training, and effective personnel management; budgetary and job costing practices. Familiarity of safety programs and practices related to the control and use of hazardous materials and substances, confined space entry and related safety issues. Knowledge of energy conservation programs and practices. Familiarity and ability to comprehend and apply applicable Federal, State, county and local environmental regulations.

SUPERVISORY RESPONSIBILITIES:

Ability to assign, review, plan, coordinate and guide the work of other employees; recommend the transfer, promotion, salary increase, discipline or discharge of staff; evaluate the work of employees and prepare performance appraisals; promote staff development and motivation and to train staff; analyze problems that arise in the areas under supervision and recommend solutions; preparation procedures and processes for tracking and evaluating the budget through the year.

Ability to use independent judgment in fairly non-routine situations, such as, but not limited to: water leaks, calculating anticipated revenue and/or expenditures and ensuring adequate supervision of programs.

EDUCATION AND/OR EXPERIENCE:

Minimum Education: High School diploma and/or equivalent.

Bachelors of Science degree preferably in civil/environmental engineering or public/business administration. Four years effective governmental administration experience including supervision, budget preparation, personnel management, public program analysis, and analytical report preparation including two years in a supervisory or administrative capacity.

LICENSE AND/OR CERTIFICATES:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are conditions of continuing employment.

Possession and maintenance of a Grade 3 Wastewater Plant Operator's Certificate of Competence issued by the California State Water Resources Control Board within 18 months of entering this position is required, and;

Possession and maintenance of a Grade 3 Water Treatment Operator's Certificate required by the California Department of Health Services within 18 months of entering this position is required.

Possession of a Grade 1 Laboratory Certificate issued by either the CWEA or the AWWA.

OTHER SKILLS AND ABILITIES:

Knowledge of supervisory principles and practices; Operation, administration, policies and procedures relating to governmental administration and finance; operate a computer at a skill level and with the degree of accuracy to meet job requirements; data management including word processing, spreadsheet and data base principles; Methods of preparing and monitoring annual budgets.

Ability to work with and communicate clearly with various Federal, State, county and local regulatory agencies, build and maintain a good working relationship with the applicable agencies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and taste or smell. The employee may be exposed to extreme dampness, heights and vibrations.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here 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.

While performing the duties of this job, the employee may occasionally work near moving mechanical parts and in outside weather conditions and may occasionally be exposed to wet and/or humid conditions, toxic or caustic chemicals, vibration, and risk of electrical shock.

The noise level in the work environment is usually moderate.