# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

# DIRECTOR OF OPERATIONS

DEPARTMENT: WATER/WASTEWATER/DRAINAGE

FLSA OVERTIME STATUS: EXEMPT
BARGAINING UNIT: N/A
APPROVED BY BOARD OF DIRECTORS – 2/18/2026

## Position Title: Director of Operations

## Reports To: General Manager

Reporting to the General Manager, the Director of Operations is responsible for maintaining consistent and superior customer service to the residents of the District. He or she will plan for and manage the diversion, storage and delivery of reliable and safe high-quality water. The Director manages the day-to-day work of subordinate managers and supervisors. Ongoing coordination with both plant and field operations is required to successfully manage this department. The District expects the Director of Operations to be highly knowledgeable in its treatment plants and in the field. The District believes that "hands on" management is critical to success in this key District role.

### EXECUTIVE LEVEL RESPONSIBILITIES:

- Provides required counsel and advice to the Board of Directors and General Manager in all water, sewer and drainage matters
- Assures compliance with State and Federal codes, ordinances and regulations
- Insures accurate and timely reporting to state agencies
- Coordinates key projects with state and county agencies
- Assists in the preparation of federal and state grants
- Guides preparation of an initial and ongoing Urban Water Management Plan required by the State
- Represents the District to outside agencies and organizations
- Directly supervises the Chief Plant Operator and Utilities Supervisor in all above and below ground projects. Evaluates performance and conducts periodic reviews
- Recommends, coordinates and assists in the preparation of annual operations budgets
- Develops and administers goals objectives and operating policies for the operations department
- Contributes to strategic planning for the District as required
- Presents monthly status reports to the Board of Directors

- Tracks and reports on yearly and monthly budget vs actual progress
- Prepares and administers contracts for services, infrastructure and parts

**ESSENTIAL DUTIES: WATER TREATMENT, WASTEWATER TREATMENT AND FIELD OPERATIONS:**

- Maintains and is the authority on District Water Rights permits
- Supervises the operation of two District potable water treatment plants
- Recommends infrastructure upgrades to ensure continuing safety, delivery and quality of District water and wastewater.
- Continually monitors District water and wastewater quality.
- Directs and reviews water testing to ensure the safety and quality of the Districts water supply.
- Ensures environmental compliance with current and newly issued directives of the State of California Division of Water Quality.
- Reviews and submits required monthly and annual water treatment reports to the General Manager
- Reviews and submits all required potable water reports to the State Water Resources Control Board.
- Establishes priorities for water and wastewater treatment infrastructure projects and repairs
- Supervises the timely and systematic maintenance of all water treatment infrastructure.
- Is responsible for efficient operation of District's above ground water storage tanks.
- Oversees District's earthen dams, levees and lift stations. Maintains inspection schedules and compliance with State regulations.
- Coordinates with operations staff to approve, purchase and maintain sufficient spare parts and supplies.
- Prepares monthly reports for the General Manager and updates the Board of Directors at its monthly meeting
- Manages the District's agreement to operate the CIA Ditch. Coordinates with staff to manage maintenance and partner billing of repairs.

- Is abreast of new and existing technologies and recommends systems and applications to better manage district water operations.
- Develops and administers District safety codes and preventive maintenance

**QUALIFICATIONS:**

- Strong leadership, interpersonal, communicative and problem-solving skills developed in a continuing career of growth and experience
- Demonstrable knowledge of water policy, wastewater treatment policy, trends and advancements
- Strong skills in information technology and its use at the executive level
- Knowledge of state regulators and policies related to water treatment, wastewater treatment and storm water operations (MS4).

## Minimum Qualifications

**EDUCATION:**

Education: Equivalent to graduation from college with a degree in civil/environmental engineering, public/business administration, chemistry, natural sciences or related field required. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Master's degree in science, engineering, or business is highly desirable.

Registration with the State of California as a Professional Engineer is highly desirable.

**EXPERIENCE**:

Five (5) years effective Water and Wastewater utility administration experience including supervision, budget preparation, personnel management, operations and maintenance analysis, and analytical report preparation including four (4) years in a supervisory or management capacity.

**LICENSES AND/OR CERTIFICATES:**

Possession of the category of a current 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.

**PREFERRED:** Possession and maintenance of a Grade 4 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 and maintenance of a Grade 1 Collection System Maintenance Certificate issued by either the CWEA or AWWA.