



OPERATIONS MANAGER (Production)

Job Status: Exempt
Date Adopted: 11-2001
Date Modified: 03-16-2023

Safety Sensitive Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction, assigns, reviews, supervises and participates in the work of staff responsible for water pumping and production activities and technical support functions in the Operations Department; researches and prepares a variety of studies and reports regarding the District's water operations, production, storage, energy savings, SCADA, operational plans and related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position has responsibility for the water pumping, production, and industrial electrical/instrumentation programs. The incumbent functions as the Chief Distribution System Operator under state regulations and oversees projects and assignments of professional and technical staff. The position is distinguished from technical classifications in the Water Operations series by its greater level of specialized knowledge, breadth of supervision, and decision-making authority in matters related to the division.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Deputy Director of Operations.

Direct supervision is provided to the Operations Supervisor (Production) and Operations Supervisor (Automation & Controls).

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Plans, prioritizes, and establishes schedules and methods for water pumping and production activities and instrumentation/technical support services; identifies staffing resources needs and allocates resources accordingly.
2. Recommends or assists in the development and implementation of policies, procedures, goals and objectives for the program area; monitors compliance with established policies and procedures and implements work programs.
3. Oversees data gathering for monthly water production reports and weekly water blending reports; ensures data accuracy and integrity; reviews and approves the content of reports before release to higher management.

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4. Supervises regulatory compliance activities related to potable water pumping and distribution activities; prepares for and participates in inspections conducted by regulatory agencies; develops work plans and checklists to ensure ongoing compliance.
5. Researches current and new water production methods, various alternate blending plans, and instrumentation/telemetry enhancements and recommends improving efficiency, production, or water quality.
6. Participates in planning for and overseeing the construction and upgrading of production and distribution system facilities; meets with project engineers and consultants to provide input on operational considerations; evaluates new pumping and instrumentation control technology.
7. Serves as a liaison person with other District departments and divisions for the purpose of coordinating work programs; interfaces with outside agency representatives as necessary to resolve jurisdictional issues; responds to customer inquiries and complaints relating to water quality issues.
8. Prepares annual budget request for program area; estimates staffing, equipment, and supply needs to be based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions.
9. Participates in the interviewing and hiring of new staff; assigns and reviews work; counsels employees on performance problems and takes or recommends disciplinary action; approves time off for payroll purposes; and prepares and signs employee performance evaluations.
10. Performs the more technical and complex tasks of the work unit and trains others to do the same.
11. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
12. Regular attendance at the work site.

Marginal Functions:

1. Conducts tours of production system facilities and explains operating procedures to the public and visitors.
2. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Principles of water production and control systems.

Methods for installing, constructing, maintaining and operating water production equipment and facilities.

Theory, principles, hardware, testing equipment and procedures common to the repair and maintenance of electronic devices and electrical systems.

Methods and techniques used to operate, diagnose, repair and/or replace supervisory control and data acquisitions systems (SCADA); and industrial electrical, instrumentation, networking and telemetry systems.

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Principles of supervision, training and employee evaluation.
Modern business letter writing and report preparation.
Pertinent Federal, State and local laws, codes and regulations.
Operating and capital improvement budget administration.

Skill in:

Operating a personal computer and related software.
Use of mechanical and electrical instrumentations and devices.

Ability to:

Effectively direct an efficient and effective water production and technical support program.
Research, analyze and evaluate new methods and techniques for production and control systems.
Read and interpret design plans, schematics, construction documents and contracts.
Design, update and fabricate new equipment, control systems and software.
Assign, review and supervise the work of subordinates.
Represent the District effectively with outside organizations and individuals.
Present technical information to non-technical persons.
Read and interpret laboratory test results on water samples.
Prepare clear, concise and technically accurate reports and correspondence.
Understand and carry out oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

REQUIRED QUALIFICATIONS

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

Job Title	Operations Manager (Production)
Experience	<ul style="list-style-type: none">• Seven (7) years of experience in water production and distribution which included exposure to control systems technology, including two (2) years of administrative and supervisory responsibility.
Education/Training	<ul style="list-style-type: none">• Equivalent to a Bachelor's Degree in Business Administration, Public Administration, or a related technical field. Supplemented by college-level coursework or trade school training in electrical, water technology, or related technical field.
Required License/Certification	<ul style="list-style-type: none">• Possession of a valid D5.• Possession of a valid T3.
Desirable Degree/License/Certification	<ul style="list-style-type: none">• Master's Degree in Business Administration, Public Administration, or a related technical field.
DMV Class	<ul style="list-style-type: none">• Possession of a valid California Class C driver's license and a satisfactory driving record.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment:

Combination of office, field and water treatment plant environment with some exposure to potentially hazardous chemicals; regular use of computer screens. Frequent interaction with District staff and general public.

Physical:

Incumbents require sufficient mobility to work in an office setting; stand and sit for prolonged periods of time; operate office equipment including computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information; use of hands repetitively to operate, finger, handle or feel office equipment and reach with hands and arms. Employees are frequently required to stand and walk.

Mental:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive and constantly changing deadlines and interact with those encountered in the course of work, some of whom may be demanding, dissatisfied, and or upset.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing:

Hear in normal audio range with or without correction.