

# Humboldt Bay Municipal Water District

## DIRECTOR OF OPERATIONS and MAINTENANCE - M2

### Position Description

#### **GENERAL PURPOSE**

Under general management direction, is responsible for all operations and maintenance activities of the District as well as project management and construction. Supervises, trains, develops, and evaluates staff. Implements District safety program.

This is one of three senior management-level positions at the District. The organizational culture is that the General Manager, Director of Operations and Maintenance , and Director of Finance and Human Resources work together as a management team to lead and direct all operational and business activities to ensure reliable and cost-effective delivery of water to the community. There is significant interface with employees, customers, and the Board of Directors. In partnership with the General Manger and Director of Finance and Human Resources , this position may also participate in strategic planning and initiatives.

#### **ESSENTIAL FUNCTIONS AND DUTIES**

1. Develops and maintains an effective safety program (including WIIPP) and a strong safety culture.
2. Directs and is responsible for the water supply, pumping treatment, and distribution functions of the District. This includes: Ruth Lake operations including the hydro-electric facility; Essex and Korblex operations including control, pumping, treatment, and storage; Distribution and metering functions throughout the system; Radio and communication systems.
3. Directs and oversees maintenance and operations for the Fieldbrook-Glendale CSD in accordance with The Agreement for Operations and Maintenance Support Services for Fieldbrook-Glendale Community Services District effective March 15, 2008.
4. Directs and is responsible for water quality and ensuring all Federal and State standards are fully met.
5. Develops Standard Operating Procedures (SOP's)
6. Directs the District's ongoing construction and maintenance activities and projects, including the Preventative Maintenance Program.
7. Directs and advances energy efficiency programs.
8. Prepares and advances the District's long-term capital improvement and maintenance plans, and annual prioritized project and maintenance budgets. Accomplishes planned work per the approved scope, schedule, and budget. In coordination with the Accounting Specialist, ensures employee time, materials, and contract labor are accurately accounted for.
9. Develops plans, sketches, cost estimates, specifications, and work schedules to carry out projects and maintenance work. Prepares requisitions for services and materials. Directs and oversees construction and maintenance work by in-house and outside contract resources. On larger construction projects, performs project management in concert with the District engineer. Prepares

emergency response plans and procedures. Responds to emergencies such as earthquakes, power outages, pipeline breaks, floods/high-water events, and chlorine leaks.

10. Consults with General Manager, District staff, and consultants/vendors regarding methods and procedures of work, operational priorities, and technical issues.
11. Inspects construction, installation, maintenance, and grounds-keeping activities and projects to ensure the District's standards and requirements are met.
12. Ensures compliance with all laws and regulations that govern District operations. Ensures compliance with and renewal of necessary permits, and with the SWRCB-Division of Drinking Water certification requirements.
13. Represents the District in meetings with customers, representatives of governmental and regulatory agencies, professional and community groups, and the public.
14. Prepares and presents required reports. Attends and participates in Board of Directors meetings and provides operational report.
15. Fosters a positive work environment for employees. Demonstrates and instills teamwork and communication throughout the organization. Trains, develops, and evaluates employees to support long-term productivity and growth. Recommends and implements disciplinary action if necessary.
16. Acts as an advisor to General Manager on strategic issues and performs other duties as assigned by the General Manager.
17. May provide back-up and perform duties of the General Manager when necessary.

### **REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

1. Operation of water pumping, treatment, and distribution systems
2. Operation of hydro-electric facilities
3. State and Federal safe drinking water regulations, standards, and practices
4. Water supply planning
5. Repair and maintenance of water pumping, treatment, and distribution facilities, and hydro-electric facilities
6. Environmental regulations, including handling and disposal of hazardous and toxic materials and waste
7. Project planning, budgeting, cost estimating, permitting, and record keeping
8. Principles of organization and management, and of supervision, training, and effective personnel management
9. Safety programs and safe work practices
10. Operation of computers and other office equipment, using both standard and specialized application software

## **TRAINING AND EXPERIENCE**

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

1. High school diploma or GED
2. College, technical or professional-level classes or coursework in areas applicable to this position are highly desirable.
3. Ten-to-fifteen years of increasingly responsible experience in the operation and maintenance of water pumping, treatment, and distribution systems, including three-to-five years in a supervisory capacity. Experience with water treatment plants and hydroelectric generation is highly desirable.
4. Grade IV Treatment and/or Distribution certificates are preferred, minimum qualification T-2/D-4.

## **SPECIAL REQUIREMENTS**

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Employees must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and other similar incidents. The District will provide a vehicle to meet these requirements.
3. In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache, or sideburns).
4. Must be able to participate in confined space operations.
5. Must possess and maintain a minimum of Grade II Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate (T-2/D-4). Employees must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
6. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.
7. Think critically.
8. Must be able to communicate well with others, both verbally and in writing; Must be able to understand and carry out oral and written directions.
9. Must be able to work cooperatively and get along well with other people.

## **ESSENTIAL PHYSICAL ABILITIES**

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person

selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

1. Investigate and solve complex problems involving the ability to:
  - a. Perform visual inspections
  - b. Hear/discern between normal versus abnormal noises/sounds
  - c. View and respond to operational control screens (including alarms)
2. Sit for extended periods of time
3. Operate a variety of office equipment (computer, copy machine, fax, etc.)
4. Operate motor vehicles and other equipment
5. Operate a variety of hand and electric tools
6. Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity
7. Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions
8. Wear a respirator and other personal protective equipment