



Classification Unit:	Management/Confidential/Professional
Last Revision:	November 2006

OPERATIONS AND MAINTENANCE MANAGER

Class specification is intended to present a descriptive list of the range of duties performed by employees in this class. Specification is not intended to reflect all duties performed within the job.

Definition

Under the general direction of the District Manager, this position oversees all aspects of the Operations and Maintenance department, including personnel. Responsible for all operations, maintenance and related administrative functions pertaining to water supply treatment, distribution, drainage, and conservation activities of the District. This is an Emergency Response position which requires oversight of on-call issues on a rotation basis.

Examples of Duties

- ❖ Plans, organizes, directs, controls, coordinates and supervises the maintenance, repair and operations functions of the District.
- ❖ Plans, organizes, directs, controls, coordinates and supervises construction and force account work by District forces.
- ❖ Establishes overall operation and maintenance program priorities.
- ❖ Oversees major repair and replacement projects including coordination of contractors and District personnel and equipment.
- ❖ Reviews and updates District standard operating procedures and operating procedures required for Bureau of Reclamation facilities operated by the District.
- ❖ Serves as District dam tender for San Justo Dam and Dike with responsibility for day-to-day operation and maintenance in full compliance with USBR requirements.
- ❖ Responsible for day-to-day operation and maintenance of Hernandez Dam and Paicines Dam in full compliance with the regulatory requirements of the Division of Safety of Dams.
- ❖ Prepares budget, budget and expenditure analysis, expenditure proposals and presents reports orally and in writing to the District Manager.
- ❖ Responsible for the day-to-day operation and maintenance of District Department of Health Services regulated domestic water systems.
- ❖ Administers District operation and maintenance budget and insures control of costs on operation, maintenance and assigned construction activities.
- ❖ Responsible for the District right-of-way utilization program for District property and rights-of-way, including the San Felipe Distribution System, Hollister Conduit and other District real property and real property interests.
- ❖ Oversees the District water measurement and water metering programs including detailed operating reports on all water systems and facilities.

- ❖ Provides the District Manager with regular written and/or oral summaries of work in progress, facility operational status and any unusual or unforeseen conditions encountered in the course of maintenance or construction activities.
- ❖ Develop and implement training assessments, training programs and encourage the development of knowledge and skills of maintenance and operation personnel.
- ❖ Prepare a variety of written reports; purchase orders; work requests; work orders; code and approve invoices; review and approve time sheets; review and approve routine and special operations reports; coordinate District data collection with Bureau of Reclamation, Division of Dam Safety and other regulatory agencies.
- ❖ Implement and manage District maintenance management systems.
- ❖ Establish and maintain District equipment maintenance programs complying with State and Federal regulations.
- ❖ Inspect construction work by others (sub-system expansions and encroachments on District or USBR rights-of-way, for compliance with encroachment permits and/or other approval documents and drawings).
- ❖ Serves as a member of the “On Call Supervisor” team.
- ❖ Represents the District Manager and/or District Engineer at meetings and conferences as assigned.
- ❖ May work irregular hours and respond to emergency conditions.

Typical Physical Activities

- ❖ Travels routinely and regularly by vehicle on and off road in inspection, construction, operation and maintenance of District facilities.
- ❖ Travels occasionally outside the District by vehicle and/or airplane in conducting District business.
- ❖ Regularly uses two-way radio and telephone for communication.
- ❖ Regularly uses office equipment (computers, copiers, facsimile machines, etc.)
- ❖ Walks and works on uneven terrain.
- ❖ Regularly works out-of-doors in all kinds of weather.
- ❖ Ascends and descends stationary ladders up to 135 feet in height.
- ❖ Occasionally works in confined spaces and in permit required confined spaces.
- ❖ Occasional heavy and repeated lifting up to 75 pounds.
- ❖ Sits for extended periods of time.
- ❖ Occasionally works overtime and for extended periods of time.
- ❖ Communicates orally with staff, local agencies, regulatory agencies representatives, public and private officers and officials, board members and the public in face-to-face, one-on-one and group settings.

Knowledge of:

- ❖ Principles, methods, and standard practices used in water and irrigation system maintenance, including DHS regulated domestic water systems, operations and construction.
- ❖ Principles, methods, and standard practices for the utilization, maintenance and repair of vehicles, operation equipment, construction equipment used in canal pipeline, road right-of-way, drainage system and dam operation, maintenance and repair.
- ❖ Principles, methods, and standard practices used in building, grounds and landscape maintenance and upkeep.
- ❖ Principles, methods, and standard practices used in water and irrigation system, automated control systems and data acquisitions systems including communication

equipment, programmable controllers and distributed and centralized operations control system.

- ❖ Rules, regulations, and codes applicable to District operation, maintenance, and construction activities.
- ❖ Workplace safety procedures and standards applicable to District operation, maintenance and construction activities.
- ❖ Principles, methods and practices of supervision, including planning, organizing, scheduling, training, evaluating, coaching and disciplining employees.
- ❖ Budget development and administration, fiscal controls, capital improvement planning, contract development and administration, purchasing and procurement procedures.
- ❖ Principles of algebra, geometry and trigonometry; surveying and drafting procedures, record keeping and equipment; methods, materials, tools, equipment and supervision of construction engineering, uses physical characteristic sampling and testing of maintenance and construction material.
- ❖ Civil, mechanical and electrical drawings and specifications.
- ❖ Excavation and trenching safety procedures.
- ❖ Confined space safety procedures.

Ability to:

- ❖ Plan, organize, direct, control and coordinate the work of a water utility operation and maintenance unit;
- ❖ Oversee the establishment and maintenance of licensing, certification, training and workplace safety and hazardous materials programs;
- ❖ Read and interpret engineering drawing, specifications, maps, property maps, and technical studies and investigations;
- ❖ Interpret and administer District policies and procedures;
- ❖ Prepare clear, concise, complete and accurate records, reports and correspondence;
- ❖ Make technical investigations, to recommend and implement improvement to operations, maintenance and equipment utilization procedures;
- ❖ Represent the District, its projects, programs, activities and policies with employees, landowners, customers, contractors, vendors, engineers, the public and other agencies;
- ❖ Develop and control budgets;
- ❖ Prepare, analyze and adjust budgets and long-range organization, operation, maintenance, equipment replacement and capital improvement plans;
- ❖ Exercise sound judgment in unusual and/or emergency situations;
- ❖ Utilize computer based water operations and data acquisition equipment and systems;
- ❖ Estimate labor, materials and equipments requirements and cost; and
- ❖ Establish and maintain cooperative, productive working relationships.

Desirable Education and Experience

Any combination of experience and education (training) that would provide the required knowledge and abilities is qualifying.

A typical way to obtain the required knowledge and abilities would be:

Education

Completion of the twelfth grade or equivalent.

Experience:

Four years of increasingly responsible broad and extensive work experience with at least two years' experience in a supervisory capacity requiring management or the formulation and implementation of programs, budgets and administrative activities for the operation, maintenance, repair and construction of water supply, water transmission or distribution systems including computer data base acquisition and control systems.

Special Requirements:

- ❖ Possession of a valid California driver license as issued by the State of California Department of Motor Vehicles.
- ❖ Possession and proof and a driving record acceptable to the District's insurance provider.
- ❖ Obtain and maintain defensive drivers training certificate (training provided by the District).
- ❖ Obtain and maintain CPR and First Aid training certificate (training provided by the District).
- ❖ Certification of T1, T2, D2, and D3 desired.

Approved: November 2, 2006

/s/ John Gregg
District Manager