SOUTH COAST WATER DISTRICT

WATER PRODUCTION MANAGER (EX. C)

DEFINITION

The incumbent plans, organizes, oversees, coordinates and reviews the work of staff performing, and personally performs, technically advanced skilled work in the operation, maintenance and repair of the District’s Groundwater Recovery Facility (GRF), Ozone Plant, Ultra Violet (UV) facility, and the Reverse Osmosis Facility (ROF) at Aliso Creek Water Reclamation Facility (ACWRF); provides service and maintenance for the Reservoir Management Systems (RMS) and Chemical Feed Systems to ensure compliance with appropriate Federal, State, and District regulations ensuring the provision of consistently safe drinking water; assists in project inspections during maintenance and construction of assigned facilities and appurtenances; administers current and long-range planning activities; manages the effective use of the appropriate District’s resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Chief Operations Officer in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Chief Operations Officer. Exercises direct supervision over GRF staff. Provides technical and functional direction to lower-level staff or contractors.

CLASS CHARACTERISTICS

This is a non-merit system, contract position. The title is Water Production Manager. The position is the principal manager of a significant portion of the District’s maintenance and operations activities, including the District’s Groundwater Recovery Facility (GRF), Ozone Plant, Reverse Osmosis Facility (ROF) at Aliso Creek, UV Disinfection Plant, and Reservoir Management Systems, to ensure that facilities are efficiently operated and maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in the operation, maintenance, and repair of assigned facilities and systems. The incumbent performs the more complex duties assigned and is required to use sound judgment, work independently, and is qualified, by State certification, to independently operate the District’s systems. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Chief Operations Officer in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is distinguished from the Chief Operations Officer in that the latter has overall responsibility for all functions of the department and for developing, implementing and interpreting public policy.

The incumbent ensures that her/his activities are aligned with and support the South Coast Water District’s policies, mission, vision, core values, core strategies, and annual action items as well as performance measures.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- Manages and participates in the development and implementation of goals, objectives, policies and priorities for the assigned functions; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Plans, manages, and oversees the daily functions, operations, and activities of the assigned functional areas, including the District’s Groundwater Recovery Facility (GRF), Ozone Plant, UV Disinfection Plant,
Reverse Osmosis Facility (ROF) at Aliso Creek Water Reclamation Facility (ACWRF), and Reservoir Management Systems.

- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned programs; continuously monitors service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Chief Operations Officer.
- Manages and coordinates the work plan for the assigned functions; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Participates in the selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Manages and participates in the development and administration of assigned budgets.
- Provides highly complex staff assistance to the Chief Operations Officer.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Operates the District’s Groundwater Recovery Facility (GRF), Aliso Creek Water Reclamation Facility (ACWRF), Salt Creek Ozone Water Treatment Plant, Poche Clean Beach UV Disinfection System, Reverse Osmosis Facility (ROF) at Aliso Creek and Reservoir Management Systems using electronic and computer control systems (SCADA) and revises equipment settings as appropriate; interprets gauges, meters, charts, and graphs; operates pumps, valves, motors, and related equipment; inspects plant equipment; notifies the Chief Operations Officer of unusual situations and makes inspections or corrects system problems as necessary.
- Monitors plant operations and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, changing pumping rates, and monitoring all equipment.
- Creates documents and procedures to track and regulate new and existing equipment.
- Prepares State Water Resources Control Board (SWRCB) Services reports, including monitoring all required water quality testing for the Groundwater Recovery Facility (GRF); notifies the Chief Operations Officer when any parameter is out of normal ranges and adjusts as necessary to correct these parameters.
- Monitors and prepares reports for NPDES and/or Discharge Permit regulating the effluent from the Groundwater Recovery Facility (GRF) and Aliso Creek Water Reclamation Facility (ACWRF).
- Gathers data and prepares the monthly staff report for the monthly Board of Directors meeting for several facilities.
- Writes specifications for major work and capital projects to be performed at the District’s Groundwater Recovery Facility (GRF), Ozone Water Treatment Plant, Reverse Osmosis Facility (ROF) at Aliso Creek, future Reverse Osmosis Demonstration Plant, Poche Clean Beach UV Facility and Reservoir Management Systems.
- Investigates and recommends permanent procedural or operational changes that will provide a more reliable and economical plant operations environment.
- Manages and maintains groundwater monitoring wells and analytical equipment installed in those wells.
- Gathers information from monitoring wells and produces a comprehensive report to be provided to the San Juan Basin Authority, Hydro geologists and MWDOC for groundwater basin modeling and tracking.
- Provides programming expertise for Programmable Logic Controllers and Human Machine Interface Equipment used as part of the control processes included at the facilities managed.
- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; purchases water treatment plant chemicals, materials, and supplies.
- Inspects and verifies work in progress and completed work of contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Inspects the assigned District facilities and systems for safety violations; ensures that safety procedures are followed and that safety equipment is worn; makes periodic safety presentations to assigned staff.
- Performs preventive and corrective maintenance to water treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, air compressors, emergency systems, power generation
systems, chillers, pressure and flow regulators, analyzers, filters, chemical feed systems, digesters, bar screens, and blowers; reports the need for repairs to equipment, machinery, and electrical and electronic systems.

- Operates valves, pumps, and automated controls to regulate the flow of water through plants.
- Lubricates pumps, motors, chains, conveyors, and other machinery and equipment.
- Makes minor repairs to equipment; assists utility systems maintenance staff with major repair work.
- Performs routine maintenance painting of machinery, structures, equipment, and piping systems.
- Performs calculations to determine proper dosage of chemicals; performs proper usage and handling of chemicals according to industry standards; collects samples and performs water quality analyses, such as chlorine, turbidity, and pH to the water throughout the treatment process to confirm the proper chemical dosages and compliance with Federal, State, and local laws and regulations.
- Calibrates and/or repairs water analyzing instrumentation to ensure proper operation.
- Monitors the transmission and distribution system; advises system operators and mechanics of potential problems and alarms; coordinates activities with system operators and mechanics.
- Repairs and/or replaces equipment throughout assigned facilities and plants including pumps, motors, mixers, and wires.
- Assists in determining chemicals, laboratory reagents, and equipment needed for budget purposes.
- Inspects and repairs water treatment filters; analyzes and measures filter media to determine compliance with design specifications; replaces and/or adds as needed.
- Uses a variety of hand and power tools and testing equipment.
- Maintains accurate records, including gauge and meter readings, calculating the daily use of energy and chemicals and chemical test results, and completing required monthly reports.
- Participates in safety training and exercises.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Responds to after-hours emergencies.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Principles, practices, equipment, material, and tools used in the operation, cleaning, and preventive maintenance of water treatment facilities and equipment.
- Standard chemical and physical tests of water and related materials.
- SWRCB Policies and Reporting Requirements.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Basic principles of biology, chemistry, bacteriology, and mathematics.
- Basic mechanical, electrical, hydraulic, and plumbing principles.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Basic equipment troubleshooting principles and practices.
- Basic record keeping practices.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.
- Advanced computer software related to work.
- Programming for Programmable Logic Controllers and Human Machine Interface Control Equipment.
English usage, spelling, vocabulary, grammar, and punctuation.
Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.
Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, schedule, assign, review and evaluate the work of staff; train staff in work procedures.
- Research, analyze, evaluate and develop improvements in new service delivery methods, operations, procedures, policies, methods and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Operate, maintain, and repair a variety of water treatment facilities and equipment.
- Accurately interpret and read flow diagrams, supervisory control and data acquisition systems, telemetry equipment, flow charts, and indicating meters.
- Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- Conduct standard chemical and physical tests of water, wastewater, sludge, and related materials.
- Handle hazardous chemicals in a safe manner.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Make accurate arithmetic calculations.
- Safely and effectively operate and maintain hand tools, mechanical equipment, power tools, and related equipment required for the work.
- Maintain manual and automated logs, records, reports, and charts.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use advanced computer skills to program control equipment and graphical interfaces.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**EXPERIENCE AND TRAINING GUIDELINES**

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

Experience:

Five (5) years of experience in the operation, maintenance, and repair of water treatment plants. Laboratory experience and hazardous materials response experience is desirable.
Training:

Equivalent to the completion of the twelfth (12th) grade supplemented by thirty (30) units of college-level coursework in water and/or wastewater treatment, environmental studies, or related field.

License or Certificate:

- Valid California class C driver license with satisfactory driving record.
- Valid Grade III Water Treatment Operator License (WTO3) issued by the State Water Resources Control Board (SWRCB).
- Valid Grade II Water Distribution Operator License (WDO2) issued by the State Water Resources Control Board (SWRCB).

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard water treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work inside a water treatment plant and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Must be willing to work weekends, holidays, duty shifts, and respond to emergency callbacks.

*The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*