SOUTH COAST WATER DISTRICT

TRANSMISSION MAIN MANAGER (EX. C)

JOINT REGIONAL WATER SUPPLY SYSTEM (JRWSS)

DEFINITION

This position is located in the Operations Department. The incumbent plans, organizes, supervises, and reviews varied installation, maintenance, and repair activities related to the Joint Regional Water Supply System water transmission main system and reservoirs; provides work direction and review to maintenance staff and personally performs the most complex technical and skilled work in the installation, maintenance and repair of water transmission main system and reservoir facilities and appurtenances; provides responsible and complex administrative and operational assistance to the Chief Operations Officer; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Chief Operations Officer. The incumbent exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is a non-merit system, contract position. The title is Transmission Main Manager, Joint Regional Water Supply System. The position is the principal manager of the Joint Regional Water Supply System serving nine member agencies in South Orange County, which South Coast Water District operates and maintains by agreement. Incumbent competently leads and manages the day-to-day installation, maintenance, troubleshooting and repair of varied water transmission main system, reservoir facilities, and equipment ensuring they meet accepted quality and operational standards. Responsibilities include providing work training, direction and review to staff, in addition to providing the full range of maintenance duties. This position is distinguished from the Chief Operations Officer in that the latter has the overall responsibility for all water distribution and wastewater collection service operations, installation, maintenance and repair functions for the District.

The incumbent ensures that her/his activities are aligned with and support 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:

- Leads and manages day-to-day operations of the JRWSS water transmission main system and reservoirs.
- Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
- Selects, trains, mentors, motivates, and directs JRWSS personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; conducts quarterly performance and development sessions with each direct report; provides or coordinates staff training; works with employees to correct deficiencies; recommends discipline and termination procedures; responds to staff questions and concerns.
- Participates in the development of standardized procedures and methods to improve the efficiency and effectiveness of the JRWSS water transmission main system and reservoir; continuously monitors and evaluates service delivery methods and procedures and identifies opportunities for improvement; recommends improvements to the Chief Operations Officer and implements new procedures and methods.
Plans, directs, coordinates, and reviews the work plan for the installation and maintenance of the JRWSS water transmission main system and reservoir; 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.

Prepares the JRWSS operating and capital budgets which includes the Capital Improvement Plan; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for repair and construction projects as necessary.

Performs complex and difficult water transmission main system and reservoir maintenance and repair work within programmatic and procedural guidelines.

Oversees the maintenance of the JRWSS water transmission main system and reservoir in a safe and sanitary manner to ensure safe conditions for the District, including installing new and repairing broken water mains and parts, and ensure clean and open distribution.

Directs the inspection and troubleshooting of water services for compliance with established codes and/or damaged or worn parts, and makes repairs as necessary.

Oversees the inspection of new connections, and makes necessary installations and repair.

Directs the excavation, shoring, backfilling, and resurfacing of maintenance areas.

Directs the maintenance of valves and leak detection with the use of electronic devices.

Ensures that safe work methods are being used and makes appropriate use of related safety equipment as required.

Confers with other managers on questions regarding matters related to assigned areas of responsibility.

Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations and procedures; answers questions and resolves concerns.

Answers inquiries from citizens regarding work performed; maintains accurate records of work performed.

May assist other Operations Department crews in emergency or relief situations.

Prepares and submits regulatory compliance reports.

Performs other duties as assigned.

Performs day-to-day interagency coordination.

Responds to and manages emergency situations during regular business hours and after hours.

Responsible for water quality monitoring, reporting and compliance.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of employee leadership and management, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of water transmission and storage program and project development and administration.
- Principles, practices, equipment, tools and materials of water transmission main system and reservoir maintenance, installation, and process control.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Basic principles and practices of budget and Capital Improvement Program development, administration, and accountability.
- Safety principles, practices, and procedures of water transmission and storage system maintenance, installation, and repair including cross-connection control, equipment, and hazardous materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work including SCADA and the District’s computerized maintenance management system (CMMS).
- English usage, grammar, spelling, vocabulary, and punctuation.
Techniques for dealing effectively with the public, vendors, contractors, and District staff, in person and over the telephone.

Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement and direct utilities operations activities.
- Analyze, interpret, apply, and enforce Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research, and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate records and files of work performed.
- Develop and recommend systems and procedures related to assigned operations.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- 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 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 maintenance and repair of underground utilities for water transmission main system and reservoir facilities and appurtenances, including three (3) years supervisory experience.

Training:

Education: Bachelor’s degree from an accredited college or university in public or business administration, water technology, civil engineering, sanitary engineering, biology, or a related field is required.

Education Substitution: Ten (10) years of relevant training and experience in the operation and maintenance of domestic water supply, treatment, distribution, and/or pumping facilities or a major public works operation may be substituted for the education requirement.

License or Certificate:
 Valid California class C driver’s license with satisfactory driving record.
 Possess and maintain a valid Grade V Water Distribution Operator Certificate issued by the State Water Resources Control Board (SWRCB).
 Grade I Water Treatment Operator Certificate issued by the SWRCB.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring 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 weighing up to 75 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work 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, and off-hour shifts for emergency callback response.

*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.*