

SAN LORENZO VALLEY WATER DISTRICT

DEPUTY DIRECTOR OF OPERATIONS

DEFINITION

Under general direction of the Director of Operations, the Deputy Director of Operations directs, supervises, and participates in activities of the Operations Department as assigned, including work in planning and directing the operation and maintenance of water and wastewater systems; coordinates Department operations with those of other District departments and outside agencies; and performs other related duties as required.

CLASS CHARACTERISTICS

This single class position is the first level in the Director of Operators series. The incumbent assists and participates in the monitoring, operation, and maintenance of water treatment and distribution systems; and wastewater collection and treatment systems. The incumbent performs a variety of responsible administrative support work for the Director of Operations, including preparation of reports, preparation of purchase requisitions, coordination of maintenance inspections and maintenance of files and records. The incumbent performs a variety of skilled field tasks, including hands on operations and maintenance work. This class is distinguished from the Director of Operations in that the latter class is responsible for the overall administrative and managerial direction of the Department. May act as the Director of Operations in the absence of the Director of Operations. Incumbent is subject to being assigned after hour, standby duty assignment, and other irregular hours.

SUPERVISION RECEIVED AND EXERCISED

Supervised by:	Director of Operations
Exercises supervision over:	Water Treatment and Systems Supervisor Field Services Supervisor Network Specialist

ESSENTIAL DUTIES *(Duties may include, but are not limited to, the following):*

Assists and participates in the planning, organization and direction of the operation of the water supply, treatment and distribution system, wastewater collection and treatment system, and all District facilities maintenance.

Assists and participates in the preparation of a variety of technical reports for use by the District and regulatory agencies.

Assists and participates in the preparation and administration of the department budget and capital improvement program, and prepares and coordinates purchases requisitions.

May Serves as district liaison with federal, state and local regulatory agencies, attends meetings; makes public presentations.

Assists and participates in the development and formulation of departmental rules, procedures and policies, and ensures that they are carried out

Assists and participates in the development and implementation of safety programs; facilities maintenance programs; and fleet maintenance programs.

Directs and coordinates line supervisory and technical staff; directs and coordinates the development and implementation of training programs.

Inspects stream intakes, water production, treatment and storage facilities, and wastewater collection, transmission and treatment facilities.

Coordinates and performs maintenance inspections, and maintains Department records and files.

Performs construction project inspections as directed; inspects contractors work to ensure compliance with plans and specifications; complete daily inspection records.

Locate district facilities; researches maps and conducts field searches to locate lines, mains, and other underground facilities. Uses blueprints, pipe locator, leak detector and other electronic test equipment to locate water mains and leaks.

Receives, inspects and stores parts and materials; inventories stores, order parts and materials; maintain records; prepare reports.

Coordinates, schedules and reviews facility construction, and maintenance projects;

May assist in the operations and maintenance of water treatment and distribution system and perform preventive maintenance and semiskilled repairs to water distribution and treatment equipment; may adjust and exercise valves; may inspect, adjust, repair and operate pumps, motors, compressors, generators, ventilation fans, and other equipment; maintain records and log plant activities.

May be assigned as designated Chief Operator for Water Distribution System.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- Regulations, monitoring requirements and operational procedures for water and wastewater systems;
- Principles of administration, organization and management;
- Techniques for purchasing, and budget planning and development;
- Safety standards and practices;
- Modern office technology, equipment, methods and techniques;
- Filing systems and tracking systems;
- Records and computerized maintenance management programs;

- Methods and techniques in the maintenance and repair of wells, storage tanks, pumps, valves, pipes, bearings, controls, and related equipment.

ABILITY TO:

- Prepare and maintain accurate records, reports, budgets and logs in accordance with work requirements;
- Create and maintain accurate records, files and databases;
- Plan, organize and direct the work of others;
- Direct the work of several units;
- Provide clear verbal communication and prepare technical reports and memoranda in a well constructed and concise manner;
- Read, interpret, and apply technical material, laws, rules, regulations, policies and procedures, blueprints, diagrams and written correspondence;
- Analyze technical and administrative problems and recommend solutions;
- Review engineering plans and proposals;
- Direct the work of several units;
- Establish and maintain cooperative working relationships with employees, other agencies, customers and the public;
- Work independently.

PHYSICAL AND SENSORY REQUIREMENTS

- Sufficient eyesight to read fine plans and standard text and data;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Manual dexterity to write legibly and to use electrical test equipment;
- Ability to lift and carry up to approximately forty (40) pounds on an occasional basis;
- Ability to reach, bend, or crouch to inspect equipment; or to use files and records;
- Ability to occasionally walk on uneven and slippery surfaces;
- Exposure to outdoors including inclement weather and high noise levels;
- Ability to travel to different sites and locations.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: High school graduation or equivalent. Equivalent to graduation from an accredited college or university with a degree in civil engineering, public administration, business administration, or closely related field is highly desirable..

EXPERIENCE: Four (4) years of experience in the planning, operation and maintenance of water treatment, and distribution facilities.

SUBSTITUTION: Additional qualifying experience may substitute for the education on a year for year basis.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

A valid California class C driver's license must be maintained at all times.

Possession of and continued maintenance of a State of California, Department of Health Services Water Treatment Certificate Grade T2 and Water Distribution System Certificate Grade D3