

## CHIEF OF WATER OPERATIONS

### Definition

Under direction, plans, coordinates, assigns and directs the operation and maintenance of the City's water systems.

### Distinguishing Characteristics

Chief of Water Operations is a class assigned to the Water Division, of the Department of Public Utilities. Reporting to the Water System Manager, incumbents direct and coordinate the total range of water system activities within designated operational areas, which are Information, Electrical and Telemetry Systems Operations, Surface Water Treatment Operations and Water Operations. Chief of Water Operations is distinguished from Water System Manager in that the incumbent of the latter is responsible for the overall operation of the Water Division. Chief of Water Operations is distinguished from Water System Supervisor, in that incumbents of the latter are full first-line supervisors responsible for day-to-day water system operational activities.

### Typical Duties

(May include but are not limited to the following)

Directs the City's information, electrical and telemetry systems operations, surface water treatment operations and water operations.

Assists the Water System Manager in developing and implementing strategic and long-range plans, goals, and basic operating policies and procedures.

Develops and reviews water systems improvement plans and specifications.

Assists in developing and implementing safety and training programs; identifies skill enhancement needs, training requirements, and facilitation opportunities and strategies; prepares and conducts operationally-based training and education programs.

Responds to public concerns and customer complaints; coordinates operational activities with other City divisions, departments, utilities and public agencies.

Monitors operations of assigned programs to ensure compliance with federal, state and local statutes, rules and regulations; monitors program performance to maintain cost-effective operations; identifies fiscal, staffing and resource requirements.

Conducts employee performance evaluations, coaching sessions, and disciplinary investigations.

Evaluates and inspects water systems equipment, facilities and programs; consults with supervisors, staff and crew members regarding operation and maintenance of equipment, facilities and programs.

Assists and participates in goal setting, budgeting, strategic planning and organizational development; identifies barriers to goal achievement, recommends and implements solutions.

Assists in and prepares multi-year capital improvement plans and programs; conducts and compiles cost benefit analyses and costing data; develops, estimates, and determines equipment and material purchasing requirements and needs according to policies and procedures.

Prepares, evaluates and maintains time records, material usage and work performance data; directs project management activities; prepares or directs preparation of Council reports, logs, memoranda, correspondence and other data.

May act as the Water System Manager in the manager's absence; work evenings, weekends and holidays.

May be required to wear and use a respirator consistent with State mandates.

Performs other duties as assigned.

### **Knowledge, Skills, Abilities**

(The following are a representative sample of the KSA's necessary to perform the duties of the class)

Knowledge of the principles, practices, methods, materials, procedures, facilities, chemicals and equipment used in the operation, maintenance, construction and/or reconstruction of water systems operations involving surface water treatment, production, recharge, distribution, water wells, meter, backflow prevention, conservation, landscape maintenance, fleet maintenance, electrical systems, supervisory control and data acquisition ("SCADA"), and information systems and telemetry programs; principles and practices of civil engineering as applied to water supply, treatment, and distribution.

Knowledge of and ability to interpret, analyze and enforce local, state and federal statutes, codes, rules, regulations, procedures and practices governing water quality, Safe Water Drinking Act, Surface Water Treatment Rule, production, recharge, distribution, water wells, meter, backflow prevention, conservation, landscape maintenance, fleet maintenance, electrical systems, SCADA, and information systems and telemetry, etc.

Knowledge of water and chemical type pumps and pumping systems; automated treatment control systems; water systems telemetry instrumentation; SCADA system programmable logic controllers ("PLC's"), ladder logic, data bases, programming methods and related programs.

Knowledge of safety programs and practices applicable to information, electrical and telemetry systems operations, surface water treatment operations, and water operations within the water system industry.

Knowledge of contemporary management practices, effective supervisory skills, and employee development techniques.

Ability to establish and maintain effective working relationships at all organizational levels, including the public.

Ability to establish and maintain effective records keeping systems, and prepare a variety of comprehensive administrative and technical documents and reports.

Ability to communicate effectively orally and in writing.

Ability to lead, coordinate, facilitate, motivate and empower staff.

Ability to recognize, interpret, and analyze technical, fiscal and administrative problems, and develop solutions.

Ability to use personal computer proficiently for applications, such as, word processing, spreadsheets, databases, etc.

Ability to program by ladder logic, PLC's or other telemetry system program languages; integrate water system instrumentation with a SCADA system.

Skill in critical and analytical thinking and application.

### **Minimum Qualifications**

Graduation from an accredited college or university with major course work in civil or sanitary engineering, water supply, hydraulics, environmental science public and/or business administration, or a closely related field; and at least four (4) years of experience supervising information, electrical and telemetry systems operations, surface water treatment operations or water operations. Additional qualifying full-time work experience may be substituted for the required education on a year-for-year basis.

### **Special Requirement(s)**

Possession at time of appointment and continued maintenance of a valid California Driver's License and for assignment to Information, Electrical and Telemetry Systems Operations or Water Operations must obtain and maintain a valid Water Distribution Operator Certificate, Grade D4, issued by the State of California, Department of Health services, within eighteen (18) months of assignment; and for assignment to Surface Water Treatment Operations possession at time of appointment and maintenance of a valid Water Treatment Operator Certificate, Grade T5, issued by the State of California, Department of Health Services.

Note: Recruitment may be limited to a specific operational area of expertise. Operational areas of expertise include, but are not limited to, those detailed below. Failure to obtain and maintain the valid certification within the specified time period above shall be cause for termination from this class.

1. Information, Electrical and Telemetry Systems Operations
2. Water Operations (e.g., quality, production, distribution)
3. Surface Water Treatment Operations

APPROVED: (Signature on File)  
Director

DATE: 07/16/2003

AG:JC:TDM:7/16/03