

FLORIN COUNTY WATER DISTRICT

General Manager

Exempt Position

SALARY RANGE

\$8,333.33 - \$11,666.66 Monthly

\$100,000.00 - \$140,000.00 Annually

DEFINITION:

General Manager is the Lead Administrative Officer for the District. This person is also the Operator in Charge. This position directs, manages, supervises and coordinates the activities and operations of the water supply operations and maintenance including the overall operations and maintenance of water production and water distribution systems; and coordinates activities with other outside agencies and the general public.

DISTINGUISHING CHARACTERISTICS:

This position is primarily responsible for the overall management, organization, and direction of the operations and maintenance work at water treatment facilities, wells and water distribution systems. This position is also responsible for program planning, development and implementation. Creating a yearly budget; monitoring expenditures within the assigned budget; and maximizing efficiency of operation and productivity for the water distribution program. Incumbents in this class exercise direct and/or indirect supervision over lower level supervisory, technical, maintenance, repair, operations and/or clerical staff.

Applicants for this position are knowledgeable of EPA, CDPH and applicable County regulations. They also have a working knowledge and understanding of the Brown Act and California Water Law. They are responsible for planning, organizing, controlling, and directing engineering, operations, and maintenance activities concerned with Capital Improvement projects as well as all aspects of the water supply function.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES:

DUTIES – may include but are not limited to the following:

- Plans, organizes, and directs the activities of staff involved in such activities as the operation and maintenance of groundwater treatment plants, wells, water distribution systems and related facilities

- Interprets and administers applicable laws, regulation, policies and ordinances
- Develops, monitors and administers the District budget and performs related cost control activities such as approving expenditures, evaluating cost reports, and initiating corrective measures to improve efficiency and reduce cost
- Ensures regulatory compliance in the production and distribution of potable water
- Develops and implements goals, objectives, and policies associated with the operation and maintenance of water facilities
- Coordinates overall operations and maintenance of water distribution facilities with the Superintendent
- Designs, reviews and evaluates the water facilities; recommends and prioritizes upgrades, major modifications and repair of water production facilities and distribution systems
- Ensures regulatory compliance in the production, storage and delivery of water
- Assists with the development and implementation of District goals, objectives, policies and procedures
- Updates the Board of Directors on major issues or concerns related to water production and distribution
- Establishes and maintains effective working relationships with District Counsel, County personnel, contractors, consultants and other agencies concerned with water supply, regulatory agencies; and the public
- Initiates and plans the sequence of operations for large and complex repair and construction work at water treatment plants, water distribution system and other related facilities
- Performs supervisory duties to direct reports and to others through subordinate managers and supervisors such as: evaluating performance; reviewing and proposing disciplinary actions; interviewing applicants and making selections; providing for career development; mentoring; ensuring that employees are properly trained; supporting and ensuring compliance with District ordinances
- Ensures regulatory compliance in the production and distribution of potable water
- Directs the training of crews in maintenance, repair and operation techniques and procedures and the proper use of material, tools, equipment, safety equipment and safety practices to meet and comply with Cal-OSHA regulations
- Schedules and directs maintenance programs, and directs the record keeping of maintenance programs
- Responds to and resolves difficult and sensitive customer inquiries and complaints
- Prepares cost estimates and makes routine and special reports as required
- Prepares budget information for the Board of Directors
- Organizes, supervises, and dispatches staff in emergency situations
- Prepares and submits technical reports and operational evaluations
- Establishes requirements and procedures for outside service contracts
- Develops and implements program and preventive maintenance schedules
- Consults with the Superintendent on issues or concerns related to operations and maintenance of the distribution system

- Performs related duties as assigned

KNOWLEDGE OF:

- Methods, principles, and practices involved in the operation and maintenance of domestic water treatment plants and water distribution systems
- Principles and practices of management and organizational theory, including planning, organizational design, business finance, business development, project management and organizational effectiveness
- Principles and practices of supervision, discipline, leadership, mentoring and training
- Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, databases and other specialized applications particularly computer maintenance tracking systems and telemetry
- Applicable federal, state and local laws and regulations relating to water quality and environmental issues
- Safety principles, practices and Cal-OSHA requirements involved in all aspects of underground construction, maintenance and repair work, equipment usage and confined space work performed
- Principles of utility management including maintenance management, budget preparation and monitoring
- Procedures and corrective actions to respond to emergency and special operating conditions
- Civil engineering for excavation, compaction and restoration of roads, sidewalks and personal property
- English usage, spelling, grammar and punctuation
- The Brown Act, Public Records Act and conflict of interest laws

ABILITY TO:

- Organize, direct and implement a comprehensive water treatment program
- Plan, assign and coordinate a comprehensive water distribution operations and maintenance program
- Plan, organize and supervise the work of staff through subordinate managers and supervisors
- Investigate and resolve disciplinary issues
- Direct the preparation of a complex and comprehensive budget and implement cost control activities
- Interpret and apply applicable federal, state and local laws, codes and regulations
- Direct the preparation of, analyze, and interpret water quality and other technical reports
- Read and interpret blueprints, specifications and maps
- Communicate clearly and concisely, both verbal and in writing
- Interpret computer maintenance program printouts and determine proper course of action
- Respond effectively to sensitive inquiries or complaints
- Use a computer and software including word processing, spreadsheets, databases and presentation programs
- Develop, implement and enforce safety regulations and procedures

- Prepare special and routine reports
- Work effectively independently and promote a team environment
- Exercise judgement and respond effectively in emergency situations

MINIMUM QUALIFICATIONS:

Possession of a valid certificate of a Water Distribution Operator Grade 2 (D2) issued by the State of California Water Resources Control Board;

AND

Three years of full-time, paid managerial experience related to the construction, maintenance, repair and/or operation of a D2 water distribution or water supply system or higher.

LICENSE REQUIREMENTS:

A valid California Driver License, Class C or higher is required prior to appointment to this position. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Note: Failure to maintain the appropriate California Driver's License and/or endorsement(s) constitutes cause for personnel action.

CERTIFICATION REQUIREMENTS:

All incumbents must possess and maintain a valid Water Distribution Operator Grade 2 (D2) issued by the State of California Water Resources Control Board (SWRCB) prior to appointment. AWWA Cross Connection Specialist Certificate or equivalent.

Note: Failure to obtain and maintain the appropriate certificates may constitute a cause for termination from this position. The appropriate amount of continuing education hours must be completed as required by the State of California to maintain the required certifications.

PHYSICAL REQUIREMENTS:

While most work will be sedentary at a desk or driving a vehicle between work sites, incumbents may occasionally be required to:

- Wear respirator protection
- Sit for up to two hours while driving a vehicle
- Lift and carry up to 50 pounds without assistance
- Climb, stand, walk, bend, stoop, squat, kneel, crouch and reach above the shoulder.
- Demonstrate color vision sufficient to distinguish the colors on a computer screen that indicate equipment status and conditions
- Work in areas with unsteady footing.
- Corrected vision sufficient to review plans and specifications
- Enter water distribution facilities with 24 inch diameter openings

Note: Individuals who do not meet these physical requirements due to disability will be reviewed on a case-by-case basis.

WORKING CONDITIONS:

While most work will be in an office setting or in a vehicle, incumbents may occasionally be required to:

- Walk on uneven terrain
- Enter, exit, and work in enclosed and confined spaces
- Inspect enclosed areas where temperature may exceed 100 degrees
- Work outside in all types of climatic conditions including inclement or very hot weather
- Work around chemicals, dust, dirt, noise, odors and machinery
- Work around hazardous materials such as; caustic soda, fluoride products, hydrochloric acid, sodium hypochlorite, aluminum sulfate and other water treatment chemicals

Note: Water distribution and water treatment functions are a 24 hours a day, 365 days a year, operation. All employees in this position will be subject to working shifts, weekends, holidays, overtime and standby particularly during emergency situations.

PROBATIONARY PERIOD:

Twelve (12) months

Date: _____

Employee Name: _____

Employee Signature: _____

Board Approval: _____