



**Union Public Utility District**  
**POLICY TITLE: JOB DESCRIPTION**  
**OPERATIONS MANAGER**  
**POLICY NUMBER: 2345**  
**REPORTS TO: General Manager**  
**Wage Schedule Range: 30**  
**Date Adopted: 4/19/2023**

*Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.*

**Definition/Summary**

Under the general and administrative direction of the General Manager, the Operations Manager plans, organizes, and directs the water treatment and distribution function of the District. Must have a full range of water treatment and distribution experience, including repairs of the equipment used in the water treatment process, including pumps, motors, electrical, charts and computers for the efficiency of plant operations. Ability to repair, maintain and operate valves, mains, hydrants, storage tanks, meters and related water distribution and transmission facilities and appurtenances in the field, shop, or plant.

**Essential Duties**

1. Plans, organizes, directs, and coordinates the operation and maintenance of the District's water treatment plant and distribution systems.
2. Leads water systems team to assure efficiency throughout the system.
3. Assesses the performance of all water systems team members.
4. Provides general supervision and administration of the District's water treatment plant and distribution systems (including pipelines, pressure stations, valves and hydrants).
5. Oversees the proper functioning of systems, coordinating repairs with maintenance and operations personnel.
6. Provides training of employees on work procedures, standards, and safety programs.
7. Develops recommendations and assists the General Manager with long-range planning for system improvements and service requirements.
8. Develop implements and oversees preventive maintenance.
9. Provides field evaluation, inspections, and monitoring to assist and plan jobs.
10. Oversees the water treatment and distribution controls costs.
11. Oversee and inspects plant and distribution systems to insure proper utilization of staff and equipment.

**Other Duties**

1. Oversees, monitors, and maintains employee certification, training, and work safety programs.

2. Provides input and review for the development and administration of new plant and system updates, and projects.
3. May attend meetings related to outside agencies.
4. Effectively represent District water treatment and distribution functions with the public, contractors, and other organizations as directed.
5. Prepares and executes plans for expansion, reduction, and shifting of system operations and functions.
6. Must have computer experience including Microsoft Office programs (Word, Excel and Outlook).
7. Performs related duties as assigned.

**Qualifications** – *Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.*

**Knowledge of:**

1. Principals, methods, and practices used in water treatment and distribution including installation, operation, maintenance, and repair.
2. Chemical and quality testing of water conditions.
3. Principles, methods, and practices used in water treatment and plant maintenance repair.
4. Rules, regulations, and codes applicable to District water treatment and distribution functions.
5. District policies, rules, regulations, and procedures.
6. Work safety standards and requirements.
7. Principles of expenditure control purchasing.
8. Principles and practices of personnel administration and supervision.
9. Plan, organize, manage and administer the District water treatment and distribution functions.
10. Perform comprehensive administrative reviews of work activities, costs, staffing requirements, plant uses, and time requirements.
11. Ensure the proper maintenance, construction, operation, and repair of District treatment plant and distribution systems.
12. Assists with reviews of employee effectiveness and performance with General Manager.
13. Provides general coordination of water treatment and distribution activities with other District functions.
14. Prepares and carry out personnel training activities related to proper operation of District facilities and equipment.
15. Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
16. Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
17. Perform other duties as assigned.

**Education and Experience** - *All levels must have education equivalent to graduation from high school.*

Broad and extensive work experience in supervision of a water treatment plant functions and operations, as well as operations, maintenance, and repair of water distribution system. Work experience must have included substantial experience with water treatment and distribution systems with at least four years in a supervisory capacity.

**Licenses and Certifications** – *Must possess a valid California Class C Driver's License issued by the California Department of Motor Vehicles with a satisfactory driving record. Possession of a valid California Class A Driver's License is preferred but not required.*

Possess a State of California Treatment Operator 3 certification and State of California Distribution Operator 3 certification issued by SWRCB.

### **Physical Requirements**

Must possess the knowledge and mobility to work in construction and various distribution and treatment system maintenance including pump stations, pump, motor, and electrical. Physical stamina to perform system and maintenance repair work, walk and work on uneven terrain, climb and descent ladders, ability to lift, carry, push, pull and reach materials and equipment weighting up to 80 pounds. Mobility to work in a standard water treatment plant, uses specialized test equipment hand and power tools instrumentation; ability to work in confined spaces and around machines; vision to read printed materials, charts and gauges and computer screens; and hearing, speech and English language skills to communicate successfully in person and over the telephone or other electronic devices.

May be exposed to inclement weather conditions, including working in sun, water and snow. Work may include loud noises from equipment operation, odors, dust, and potentially toxic chemicals and conditions during the normal function of duties. Use of standard office equipment such as telephones, computer, copiers, and fax machines.

### **Work Environment**

Work both indoors (generally in a typical office or warehouse setting) and outdoors are required. While performing the duties of this job outdoors, the working conditions are of a varying degree, from snow to extreme heat. Additionally, incumbents in this position will have exposure to cleaning supplies, solvents, dusts, and other outdoor environmental elements. While performing the duties of this job indoors, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel between District facilities will be necessary via District vehicle for District related duties and activities.

### **Additional Requirements**

- 18 years of age.
- Eligible to work in the United States.
- Must be available for regular weekly on-call, emergency standby, and to be called back and work emergency overtime as required.