

WATER SUPPLY MANAGER

DEFINITION

Under general direction of the District Engineer; the Water Supply Manager manages the operation and maintenance of water conveyance, irrigation, production, and storage facilities and plans the use of various supply sources to meet projected water requirements. Knowledge of regulatory rules for water diversions, irrigation, treatment and operations is required. The Water Supply Manager is an exempt position that manages and supervises water supply employees. The Water Supply Manager is responsible for the safety of all water supply operations, routine safety meetings, job site inspections and documenting all safety issues. Primary work environments are in the field at various water supply facilities, and in an office located at the water treatment plant facility.

EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete exhaustive listing of all of the duties and responsibilities of the Water Supply Manager classification:

Water Supply Duties:

- Plans, organizes, assigns, reviews and manages the water supply construction, irrigation, storage and distribution.
- Ensures proper system flows and pressures are maintained throughout the conveyance systems. Ensures proper operation of all water supply, irrigation and storage facilities at all times.
- Responsible for compliance with all operating permits, including CDPH, SWRCB, and others.
- Develops and implements preventive maintenance programs for all water supply facilities in the District including conveyance system cleaning and performance enhancements, well treatments and rehabilitations, reservoir cleaning and inspections, pump & overhauls, electric motors, SCADA, pump efficiency tests, automatic control valves, motor control centers, gas engines, purification equipment, pump and chemical buildings and structures, fences and gates, lighting, landscaping, paving, testing and repair of production meters, etc.
- Supervises and manages the water supply staff to develop and ensure proper implementation of water supply maintenance programs.
- Analyzes groundwater levels and reports results to management.
- Develops and maintains effective employee relations; supervises and evaluates the performance of assigned personnel.
- Participates in selection of staff; ensures staff meets the required training relative to job responsibilities and any annual minimum hourly training requirements.
- Regularly inspects direct reports work in progress and provides direction as needed.
- Ensures all water supply facilities, and operations and maintenance programs, comply with applicable Federal, State and local ordinances and regulations.
- Ensures proper “mix” of surface water and groundwater is maintained in the District, according to District policies.

- Reviews invoices for all purchased water, equipment and materials for water supply. Reports any anomalies to management.
- Supervises the administration of contracts and inspection for water supply maintenance programs in the District.
- Develops and oversees water supply budget compliance.
- Participates in capital budget planning and long-term capital replacement and improvement planning.
- Responds to water supply and water quality customer inquiries, both external and internal to the District.
- Communicates both orally and written, with local government officials, District management and staff, customers, and others.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Ability to:

- Plan, organize, manage, and develop District water supply functions.
- Prepare and carry out personnel, budgeting, and training activities as they relate to District water supply staff.
- Use computer systems and software packages related to water supply functions.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Produce operational and planning analysis and reports using District provided computer network and software.
- Select and evaluate employees; develop and train employees and provide performance feedback.
- Express information to individuals or groups effectively, taking into account the audience and nature of the information.
- Listen to others and respond appropriately.
- Ability to understand and provide oral and written instructions.
- Communicate effectively, both orally and in writing; must possess demonstrated writing skills.

Typical Physical Activities:

- Travels by airplane and automobile in conducting District business.
- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Frequently walks in uneven terrain, in an outdoor environment, making inspections of District facilities and construction projects.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

Environmental Factors:

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.

- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 80-90 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

DESIRABLE QUALIFICATIONS

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: High School Diploma or equivalent, with a preference for a Bachelor's Degree in Civil, Electrical, or Mechanical Engineering or related field.
- Experience: Five (5) years of progressive water industry experience, of which at least four years includes significant, advanced experience in water supply conveyance, irrigation and distribution activities.

License/Certificate/Registration Requirement:

- Driver's License: Possession of a valid California (Class "C") Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

The specific statements in each section of this job description are not intended to be all-inclusive. They represent typical elements and are necessary to successfully perform the job.