



CRESCENTA VALLEY WATER DISTRICT

DIRECTOR OF OPERATIONS

SUMMARY DESCRIPTION

Under direction of the General Manager, the Director of Operations directs, manages, supervises, and coordinates the activities and operations of water distribution, wastewater collection, system operation, and telemetry. In addition, this position provides highly responsible and complex assistance to the General Manager.

This position requires a person who is deliberate about teamwork and professionalism, is flexible and a good listener, and can express ideas and exercise good judgement in analyzing situations and making decisions. The successful candidate will utilize these skills to build and maintain relationships with the community, regional stakeholders, and staff and be a primary agent in implementing the District's Values Statement and Strategic Plan.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plans, organizes, controls, integrates and evaluates the work of water and wastewater operations with staff; develops, implements and monitors long-term plans, goals and objectives focused on achieving the District's mission; and assign priorities. Participates in the development of and monitors performance against the department's annual budget. Manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards;
- Provides day-to-day leadership and works with staff to ensure high performance to achieve the District's mission, strategic plan, and guiding principles;
- Develops, implements and administers comprehensive programs, policies, guidelines and procedures related to the District's water production and telemetry, distribution system, wastewater collection system, vehicle maintenance, and facility maintenance;
- Works with other department and District counsel to monitor developments in areas of responsibility, analyze proposed state and federal law, regulations and court decisions for their impact on District practices and operations, and recommends and implements policy and procedure changes consistent with requirements. Recommends appropriate actions and implements programs;
- Participates in the District's short- and long-range planning process for production and distribution needs and requirements. Reviews engineering design plans for the production and distribution system and facilities to ensure conformance with District standards and policies and develop standards and policies where needed;
- Develops, prepares, and presents reports, providing advice to the General Manager related to operational issues;
- Oversees the resolution of escalated customer issues including those from other staff or the Board of Directors; communicates the results of analysis and the decision reached;

- Oversees the preparation and submission of Department budget; manages the Department's budget after adoption; approves expenses; approves budgetary adjustments as appropriate ;
- Selects, trains, motivates and evaluates assigned personnel; provides and/or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures;
- Represents the District with other agencies, organizations, elected officials, and outside agencies ;
- Attends a variety of Board and Committee meetings; prepares, reviews, and presents staff reports and other necessary correspondence ;
- Performs related duties and responsibilities as required ; and
- Attendance at the worksite as necessary and appropriate.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Values Statement. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to achieving the District's mission, vision, and Strategic Plan.

Ability to:

- Analyze and make sound recommendations on complex management and administrative issues;
- Clearly, logically, and otherwise effectively represent the District to internal stakeholders and outside individuals and agencies to accomplish the mission and vision of the District;
- Present proposals and recommendations clearly and logically in public meetings;
- Develop and implement appropriate procedures and controls;
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials;
- Exercise sound, expert independent judgment within general policy guidelines;
- Establish and maintain effective working relationships with all levels of District management, other agencies, contractors, employees and the public;
- Exercise tact and diplomacy and otherwise exercise good judgment and maintain confidentiality in dealing with sensitive, complex and confidential issues and situations.
- Select, train, supervise, and evaluate staff; and
- Communicate clearly and concisely, both orally and in writing.

Knowledge of:

- Theory, principles, practices and techniques of maintenance as they apply to water distribution and wastewater systems, water treatment plants, production, telemetry, facility maintenance, and vehicle maintenance.
- Principles, practices and techniques involved in the construction, maintenance and operation of potable water distribution systems, water treatment plants, wastewater collection responsibilities and production facilities.
- Applicable laws and regulations applicable to assigned areas of responsibility.
- Principles and practices of budgeting, purchasing and maintenance of public records.
- Research methods and analysis techniques.
- Principles and practices of effective management and supervision.
- District personnel rules, policies and provisions.
- Principles and practices of sound business communications.
- Organization and function of a public board.

Experience and Training:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:

- Five (5) to seven years (7) of progressively responsible experience in the operation and maintenance of water distribution systems, wastewater collection systems, water treatment plants, production facilities, telemetry, facility maintenance, and vehicle maintenance including at least three (3) of which were in a management capacity.

Education:

A bachelor's degree in public administration, business, or closely related field is highly desirable. A graduate degree in a closely related field is desirable.

Licenses/Certificates:

Possession of a valid D3 Distribution System Operator certificate issued by the State Water Resources Control Board (SWRCB) is required; however, a D5 certificate is preferred.

Possession of a valid T3 Distribution System Operator certificate issued by the State Water Resources Control Board (SWRCB) is required; however, a T5 certificate is preferred.

Possession of, or ability to obtain within 1 (one) year of appointment a valid Grade 1 Collection Systems Maintenance certificate issued by the California Water Environmental Association (CWEA).

Possession of a State of California Class C driver's license.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Standard office setting; exposure to computer screens; extensive interaction with District staff and the general public; occasional duties outdoors.
- Physical: Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, push, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- Hearing: Hear in the normal audio range with or without correction.

SALARY AND BENEFITS

- \$110,718 - \$146,988, annually
- Comprehensive Medical, Dental, and Vision insurance plans
- PERS retirement plan

- 80 hours of vacation to start, 88 sick hours, 24 floating hours, 56 administrative hours, 14 holidays annually, District-provided term life insurance and disability insurance coverage
- Optional deferred compensation plan
- Job status: Exempt

FILING DEADLINE

Friday, June 18, 2021 at 4:00pm

Application forms are available online at the District website www.cvwd.com or at the Main Office. All applications should be sent to jlee@cvwd.com or returned to the District Main Office at 2700 Foothill Blvd., La Crescenta, CA 91214.

Resumes will not be accepted in lieu of District application forms.

An Equal Opportunity Employer