CITY OF CHINO HILLS

WATER AND SEWER MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed with the job.*

DEFINITION

To assist in the planning, directing, managing, supervising, and coordinating of the activities of the Water and Sewer operations including water production, quality, and distribution; sewer system; and storm channel system. To coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex staff assistance to the Public Facilities and Operations Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Facilities and Operations Director.

Exercises direct and indirect supervision over supervisory, maintenance, and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Oversee and direct the daily activities of the Water and Sanitation operations and equipment including repair and maintenance of the systems.

2. Participate in the development and implementation of the Public Facilities and Operations Department goals, objectives, policies, and procedures for each assigned service area; evaluate the operations and activities of the Department.

3. Participate in the preparation of the annual operating budget for the Department; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.

4. Select, train, motivate, and evaluate Public Facilities and Operations personnel; supervise and participate in performance evaluations; work with employees to correct deficiencies; implement discipline and termination procedures.

5. Respond to public inquiries and complaints relative to maintenance services and water quality.

6. Prepare specifications for contract work for maintenance and construction of water, sewer, and storm channel facilities; monitor projects in progress to ensure compliance with plans and specifications and related codes and regulations.

7. Oversee the City's water transmission and distribution system including piping, wells, reservoirs, boosters, and related facilities.

8. Oversee monitoring of water quality for compliance with laws and regulations and taking of corrective action to obtain maximum levels of water quality.

9. Oversee City's sanitation system including lift stations and piping.

10. Oversee City's storm water system including channels, drains, and basins.

11. Assess and evaluate policies and procedures; develop, recommend, and implement alternative methods in support of operational needs.

12. Prepare specifications for the purchase of new vehicles and equipment.

13. Prepare analytical and statistical reports on operations and activities.

14. Coordinate with other City management staff to meet the overall goals and objectives of the City.

15. Develop and conduct training programs for Department staff.

16. Ensure compliance with appropriate laws and regulations.

Marginal Functions:

1. Attend City Council, Public Works Commission, and Planning Commission meetings when required.

2. Perform other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive water production, distribution, and wastewater program.
Principles and practices of water resource management and alternatives for meeting community water needs.
Methods, material, equipment, and tools used in the construction, operation, maintenance, and repair of water, sewer, and storm water system facilities.
Management skills to analyze programs, policies, and operational needs.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles and practices of effective supervision, training, and performance evaluation.
Pertinent Federal, State, and local laws, codes, and regulations related to water and wastewater.
OSHA and CalOSHA safety regulations and guidelines.
Telemetry systems and related equipment.

Ability to:

Manage, direct, and coordinate the work of supervisory and maintenance staff.
Select, supervise, train, and evaluate staff.
Oversee and direct the operations, services, and activities of the Public Facilities and Operations staff.
Develop and administer goals, objectives, and procedures.
Prepare and administer large and complex budgets.
Read and interpret plans and specifications.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply related Federal, State, and local policies, laws, and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- Sitting, standing, or walking for extended periods of time
-- Operating assigned equipment.
Maintain effective audio-visual discrimination and perception needed for:
-- Making observations
-- Communicating with others
-- Reading and writing
-- Operating assigned equipment.
Maintain mental capacity which allows for the capability of:
-- Making sound decisions
-- Demonstrating intellectual capabilities.

Experience and Training Guidelines -- *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Five (5) years of increasingly responsible water/wastewater utility operations experience in the maintenance and operation of domestic water supply and distribution facilities and sewer systems, including two (2) years of supervisory and administrative responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, public administration, water science, or a related field. Completed course work in water quality, distribution, and wastewater system maintenance is highly desirable.

License or Certification:

Possession of, or ability to obtain, a valid California Class C driver's license.

State of California Department of Health Services Water Treatment Operator's Certificate, Grade II (Grade III is desirable).

American Water Works Association Distribution Certificate, Grade II.

Wastewater Collections Certificate, Grade II and Cross Control Specialist Certificate are desirable.

WORKING CONDITIONS

Work in office and field environments; exposure to maintenance materials and noise; some stooping, lifting, and inspecting; work in inclement weather conditions.

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