

WATER DIVISION MANAGEMENT SERIES

Definition:

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to all programs and activities of the City's water utilities, including development of long- and short-term project planning, overseeing the design, construction, maintenance, and operations of all water utility infrastructure, water quality inspection services, and other programs; coordinates assigned activities with other City departments and outside agencies; provides complex and responsible support to the Public Works executive leadership, and others in areas of expertise; and performs related work as required.

Class Titles

**Water Engineer and Systems Manager
Water Systems Manager**

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Manages, directs and participates in the preparation of engineering design, construction and planning work for the City's water system.

Plans and administers the City's water quality control, water conservation and water procurement programs.

Manages and plans the production, storage, disinfection, transmission and distribution of water.

Reviews bid specifications and cost estimates.

Reviews and interprets water project plans and specifications.

Coordinates with the Orange County Water District and the Metropolitan Water District for the procurement of water and associated rate structures.

Administers the cross-connection program.

Administers the Water Fund budget.

Manages discharge activities to ensure compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements.

Manages and coordinates water operation functions with other City departments.

Works with other governmental agencies and water companies on water issues.

Provides public information.

Manages customer service standards and complaint resolution processes.

Prepares technical and financial reports, correspondence, resolutions, contracts and ordinances.

Initiates field inspections of work areas and inspects work areas as needed.

Analyzes legislation, makes recommendations and manages compliance with said legislation.

Manages professional contract services.

Prepares comprehensive analyses of water revenues, expenditures and fund balances, as well as the water fund budget.

Makes recommendations on general water rates and rate structures.

Administers and oversees the Water Capital Improvement Program.

Trains, supervises, evaluates and participates in the selection of staff.

Attends conferences, seminars and a variety of meetings and makes oral presentations.

Provides staff support to committees or commissions and organizes and conducts a variety of meetings.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Physically inspects water distribution facilities and infrastructure as well as water related construction sites.

Class Characteristics:

Water Division Management Series is a single incumbent division head class in the Public Works Department responsible for the management of the City water system including the safe, efficient and cost-effective administration of division activities. Assigned duties require substantial independent judgment and initiative.

Contacts and Relationships:

The incumbent in the Water Division Management Series has continuing interaction with other public utilities, water districts and other public agencies as well as the general public and City staff on issues concerning operations and maintenance of the City water utility. Additional contact will occur with State of California Department of Health Services (DOHS), Southern California Regional Water Quality Control Board (SCRWQCB) Division of Drinking Water and other compliance agencies.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Municipal water system planning, design and administration.

Civil engineering principles and practices as applied to a municipal water system.

Chemical and physical treatment processes involved in water purification.

Water system and cross-connection principles.

Water system financial planning techniques including utility rate structures and capital improvement programming.

Legal aspects of water system administration.

Principles, practices, methods, materials and equipment used in water production, storage, transmission and distribution systems.

Public relations and customer service techniques.

Applicable laws and regulations as they relate to water issues and legal issues related to areas of responsibility.

Safety regulations, practices and procedures.

Contract administration as it relates to area assigned.

Effective management and supervisory techniques.

Budgeting methods and procedures.

Computer applications as they relate to area assigned.

Advanced methods of research and analysis techniques.

Methods of making effective oral and written presentations.

Negotiation and conflict resolution techniques.

AND

Ability to:

Plan, manage, and oversee the daily functions, operations, and maintenance of the City's water utility systems, including water disinfection, distribution, water quality inspection services, and regulatory compliance.

Lead, direct, coordinate, and review the work plan for Water Division staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; review performance.

Participate in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommend within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Participate in the development and administration of and oversee division budget.

Develop and standardize procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify and recommend opportunities for improvement.

Recommend and administer policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.

Oversee the development of consultant requests for proposals for professional and/or construction services and the advertising and bid processes; evaluate proposals and recommend project award; administer contracts after award.

Meet and confer with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating water system operations and maintenance matters; provide information regarding City development requirements.

Prepare, review and complete various reports, including City Council agenda reports and division-related documentation and correspondence.

Provide highly complex staff assistance to the Public Works executive leadership; develop and review staff reports related to assigned activities and services; present information to the City Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to water system maintenance and operations programs, policies, and procedures.

Attend and participate in professional group meetings; stays abreast of new trends and innovations in the field of water system maintenance and operations; research emerging products and enhancements and their applicability to City needs.

Monitor changes in regulations and technology that may affect operations; implement policy and procedural changes after approval.

Receive, investigate, and respond to difficult and sensitive problems and complaints in a professional manner; identify and report findings and takes necessary corrective action.

Review contracts, agreements, plans and work specifications.

Select, supervise, train and evaluate assigned staff.

Interpret and apply applicable laws and City and division/departments rules and regulations.

Adhere to multiple deadlines and handle multiple projects.

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Communicate effectively orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Interact effectively with others in the workplace.

Meet and serve the public with professionalism, courtesy and tact.

Handle job stress and maintain composure in public settings.

Organize and conduct independent, professional research and collect, analyze and interpret statistical data.

Physically inspect water distribution facilities and infrastructure as well as water related construction sites.

Operate a personal computer and applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

A Bachelors Degree from an accredited college or university in civil engineering, water science, or a closely related field.

AND

Experience:

Five years of recent, progressively responsible experience in water engineering, water distribution or in a similar position to include three years of supervisory experience.

Special Requirements – All Classes in Series:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to respond to emergency calls as needed and work extended hours to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Water System Manager file financial disclosure statements in accordance with state and local laws.

Per California Government Code §§3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Special Requirements – Water Engineer and Systems Manager

Registration as a professional civil engineer with authorization to practice in California

Other:

Valid and appropriate Water Treatment and/or Distribution Operator Certificates at time of appointment and throughout employment in this position are preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors in an office environment and outdoors when inspecting water related facilities and infrastructure and construction sites. Indoor office work requires sitting at a desk or table for periods of time and the use of a computer and screen. When work is performed outdoors there may be exposure to the elements. The incumbent stands and walks on level, uneven and/or slippery surfaces, kneels, crouches, climbs stairs and inclines, bends, reaches and grasps. When inspecting water related sites the incumbent drives a vehicle on City business and may be exposed to construction hazards, equipment and materials to include grease, fumes, dust, machinery and chemicals used in the water industry to include chlorine, ozone and ammonia. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Established November 2018