

INDIAN WELLS VALLEY WATER DISTRICT  
Essential Function Job Description

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1. **Position Title:** OPERATIONS MANAGER
2. **Employment Classification:** Exempt
3. **Department:** Water Supply & Distribution
4. **Reports To:** General Manager
5. **Fundamental Objective:** Manage all operations, maintenance, water production, treatment and respective construction activities of the District. When assigned by the General Manager, assist and support the General Manager, including acting as General Manager.
6. **Level of Supervision Required:** Minimal. Direction is provided by the General Manager, as required.
7. **Supervisory Responsibilities:** Directly supervise Distribution M/R/C Supervisor, Water Supply Supervisor, SCADA/IT Administrator, and Assistant Operations Manager for Safety and Disaster Preparedness. Indirectly supervise Distribution M/R/C crew positions, Water Supply positions, and Welder.
8. **Essential Job Duties and Responsibilities:**
  - A. Directs and participates in the development and implementation of goals, objectives, policies, and procedures; supervises and participates in the preparation and implementation of the department's budget; monitors all expenditures; directs the purchase of equipment and materials; prepares cost projections for water and power purchases, and discretionary costs.
  - B. Working with supervisors plans, organizes, and coordinates the day-to-day operations for water supply and distribution activities, equipment and facilities maintenance.
  - C. Performs research and prepares recommendations; meets and confers with employees and management personnel to resolve problems and coordinate activities.
  - D. Selects departmental employees; plans, organizes, and assigns work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; recommends and initiates disciplinary action.

- E.** Plan, schedule and direct operations personnel; train operations staff, recommend hiring and promotions and reassignments and discipline staff as appropriate according to established procedures; implement proper operating practices for water system operation; monitor facilities for proper operation and efficient performance.
- F.** Confers with engineers, contractors, District staff, representatives of other public agencies, developers, and members of the general public in addressing problems and issues of concern to the District.
- G.** Oversee the maintenance of the District's information management system including the file server(s) and workstations. Plan modification or additions to local area network.
- H.** Supervise and direct water supply staff in process control and testing for proper chemical feed and adjustments; plan, inspect, and direct the cleaning of system storage facilities.
- I.** Advises and otherwise provides assistance to District Management, District staff, and the public regarding the operations of the District's water distribution and supply system, equipment maintenance; responds to inquiries and provides information regarding District policies and procedures; ensures compliance with laws, rules, or regulations related to water distribution/production systems; regularly attends Board of Directors' meetings to present issues concerning the operations of the District.
- J.** Prepare various reports for District Management and Board of Directors on process control, treatment plant efficiency; submit monthly and annual reports to regulatory agencies; compile data of water system operation, including chemical usage and quantity, pump hours, total flow, and energy consumption.
- K.** Assist operations staff with facilities operation duties as necessary.
- L.** Conduct source water sampling and testing for organic and inorganic chemicals as required by regulations.
- M.** Monitor cost effectiveness of all operations, maintenance, and any related construction activities of the District.
- N.** In coordination with fiscal and warehouse departments, provide management support for the requisition of supplies, vehicles, large equipment, maintenance items, materials, etc., to operate and maintain the system.
- O.** Oversee the establishment and compliance of policies, procedures, schedules and operations methods.

- P.** Develop and implement an effective safety program that motivates staff to think and act safely, and promotes compliance with federal and state Occupational Safety and Health regulations.
1. Conduct health and safety survey audits.
  2. Prepare and implement work-site specific written safety plans.
  3. Conduct and document safety training and comply with OSHA record keeping requirements.
  4. Hazardous substance management, permitting, and compliance with EPA and the State Department of Toxic Substance Control regulations.
  5. Develop and coordinate District Disaster Preparedness Plan. Schedules training and operational emergency response drills.
  6. Prepare, review, and submit periodic reports regarding safety, hazmat, and disaster preparedness responsibilities.
- Q.** Maintain sound client/public relationships to ensure satisfaction with the District's performance.
- R.** Respond to emergency conditions to ensure that the system is operated and maintained. Operate, monitor and direct repairs of District security systems including alarm systems, and security cameras.
- S.** Assist in preparation of the budget as it relates to operations/maintenance requirements.
- T.** Supervise building maintenance: contract maintenance of other equipment as directed.
- U.** Work with other departments, agencies, etc.
- V.** Perform other duties as assigned.

Attendance at various meetings, including safety meetings.

All other temporary work assignments which are infrequently assigned, and not covered above, shall be considered non-essential tasks, duties or responsibilities.

9. **Skills and Abilities:**

A. **Knowledge of:**

1. Theory and practice of the operations and maintenance for pumping plant equipment, treatment facilities, transmission, storage, and distribution systems.
2. Regulatory requirements associated with operations and maintenance.
3. Safety requirements related to operations and maintenance.
4. Principles of organization, administration, budget and personnel management.

B. **Ability to:**

1. Plan, organize, lay out, assign and schedule respective tasks.
2. Supervise the maintenance of records and reports.
3. Prepare reports and provide information related to operations and maintenance.
4. Communicate clearly and effectively in English, both orally and in writing.
5. Establish good public relations with public, other agencies, etc.
6. Supervise and evaluate employees' performance.
7. Ability to physically perform the field supervision and inspection duties.
8. Read and understand various types of wiring schematics.

10. **Minimum Qualifications:** An equivalent combination of experience, education/training may be accepted by the General Manager. A typical way to obtain the knowledge and abilities would be:

**Experience:** Five years of experience supervising the work of crews or journey level trade workers which have provided knowledge of the mechanical, electrical, instrumentation and process control, structural maintenance and repair of equipment and

facilities common to a water utility. Additional experience as Hazard Management or Safety Officer is very desirable.

**Education:** An Associates Degree in science, engineering, or technology, or 60 semester units of college with 30 units in science, engineering, or technology.

**Certifications:** Must possess State of California Water Distribution Grade D3 and Water Treatment Grade T3 certifications.

**Licenses:** None.

Must also successfully complete physical examination and possess a valid California driver's license with a driving record acceptable to the District's insurance underwriter.

**11. Physical Demands/Requirements:**

The physical requirements and physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.

**OPERATIONS MANAGER**  
**JOB DESCRIPTION APPROVAL**

**Department Manager Recommendation:**

Signature: J. Lilli

Date: 16 June 2022

**General Manager Approval:**

Signature: N. Angello

Date: 16 June 2022

**Received and Recorded by Human Resources:**

Signature: C. Smith

Date: June 16, 22