



A STATE OF
CALIFORNIA
PUBLIC AGENCY

QUAIL VALLEY WATER DISTRICT

BOARD OF DIRECTORS

Dan Casteel
Randy Hardenbrook
Oscar Perez
Linda Rezac
David Romo

General Manager

QUAIL VALLEY WATER DISTRICT
Revision Date: August 1, 2015

DESCRIPTION:

Under administrative direction from the Board of Directors, the General Manager is in charge of the administrative, public relations, personnel and general affairs of the District; represents the Board's policies and programs; develops budget recommendations; operates and maintains wells, distribution, and treatment systems; determines needed capital improvements and provides for their design and construction; provides project management, project coordination, and construction inspection of District projects; ensures compliance with all laws, rules, regulations, codes, and ordinances; and is responsible for employer-employee relations.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Board of Directors through the Board President.

EXAMPLES OF DUTIES:

- Works in partnership with the Board of Directors to establish and clarify the District's mission, vision goals and objectives.
- Directs District-wide planning efforts to develop, recommend and implement strategic goals, objectives, policies and procedures.
- Serves as Chief Administrative Officer for the District.
- Serves as Chairperson for all Board and committee meetings.
- Serves as District Distribution and Treatment Chief Operators.
- Oversees development of Board agendas.
- Provides advice and consultation on the development of District programs and policies.
- Oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels.
- Oversees District personnel matters, including employment procedures, grievances, classification and pay.
- Oversees the loan and grant application process and maintains responsibility for proper administration of loans and grants received.
- Prepares long-term Capital Improvement plans.
- Represents the District before Boards and commissions.
- Monitor the District's financial condition, analyze financial statements and identify trends and irregularities.
- Prepare and review technical designs, maps, drawings, visual aids, and graphic presentation materials related to District facilities projects; use manual or computerized methods to develop or revise engineering drawings during design and construction phase.
- Perform technical design review including conceptual and detailed design review according to District standards and policies; issue rejection or will-serve notifications.
- Maintain mapping and recording of the District's conveyance and distribution systems and related water facilities; identify and report problems with new and/or existing pipeline maintenance and construction.
- Work with consultants and private engineers relative to the design of water facilities; prepare estimates for connection fees and meter installation; perform survey work and prepare field sketches and notes.

- Prepare plan specifications or modifications and ensure compliance with building and design codes.
- Inspect construction methods and materials to ensure compliance with approved plans and specifications.
- Directs office operations and procedures such as bookkeeping, requisition and purchase of supplies, and other related services in accordance with modern office management methods.
- Oversees the record keeping and reporting systems of the District.
- Oversees risk management, training, environmental, and safety programs of the District.
- Develops and maintains District's human resources policies and procedures.
- Assures that District employment, safety, labor relations, personnel, and equal opportunity policies and practices comply with the applicable provisions of federal and state labor laws, including the maintenance of necessary files, etc.
- Develops and maintains the District job descriptions; administers the benefit programs; administers the District's compensation program, ensuring increases and adjustments are timely and that the District's programs remain competitive with the market.
- Ensure regulatory compliance with State and Federal agencies regarding water quality testing, analysis, and production.
- Prepares and maintains regulatory permits required for District operations including air quality permits, discharge permits, and system permits.
- Construct, operate, repair, adjust, and maintain pumps, pump and motor controls, tanks, valves, and various other water systems and related components; operates tools and equipment used to perform operation, maintenance, adjustment, repair, and construction of water system components and facilities such as hand and powered tools, crane, forklift, backhoe, dump truck, and water truck.
- Plan, implement, and coordinate the District's public relations program; prepare written publicity materials such as brochures, pamphlets, news releases, newsletters, and flyers; coordinate production and distribution of publicity materials.
- Develops, implements, and maintains an effective cross connection control program; sets up and maintains accurate records of compliance for annual testing of backflow devices.
- Conducts water use survey of all customer accounts to ensure no hazardous or potentially hazardous conditions exist.
- Assist, train, mentor, and coach other District staff as needed.

TYPICAL QUALIFICATIONS:

Knowledge of:

Principles and practices of public administration, including administrative analysis, fiscal planning and control, policy and program development; organization, operation, and issues of special districts.

Laws, rules, ordinances, and legislative processes controlling District functions, programs, and operations.

Principles and practices of financial management, accounting, budgeting, risk management, cost estimating and contract administration.

Principles and practices of office management, personnel administration, and employee safety and training programs.

Principles and practices of water utility operations including water treatment, and distribution; principles and practices common to building maintenance, asset management, and equipment diagnosis and repair.

Design, construction, operation and diagnosis of wells, pumps and motors; ability to read, understand and apply information typically found in pump specifications and curves.

Methods of preparing designs, plans, specification, estimates, and reports related to water distribution; methods, materials, and techniques used in the construction of public works.

Mathematics and physics as applied to engineering, topography, hydraulics, design of simple structures, hydrology, drainage, irrigation, and construction.

Computer software commonly used in word processing, spreadsheet, accounting, and database applications; operation of typical office equipment and machines.

Operations, procedures, policies, and precedents of the District.

Ability to:

Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet District goals.

Prepare concise and comprehensive reports; oversee the preparation of Board agendas; communicate well during public presentations; collect, organize, and analyze data on a variety of topics.

Exercise leadership, authority, and supervision tactfully and effectively.

Evaluate and make recommendations on improvements to existing District operations, programs, facilities and assets.

Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs and policies.

Effectively represent the District's policies, programs, and services with individual citizens, community groups, and other governmental organizations.

Perform technical engineering support duties in the design, construction, and maintenance of the District's water distribution system and facilities.

Plan, carry out, and coordinate District engineering projects; Ensure proper completion and inspection of construction projects and related materials.

Inspect, diagnose, adjust, repair, replace, and maintain District facilities and equipment, including pumps, motors, wells, generators, water treatment plant, valves, and controls.

Organize, implement, and direct regulatory and compliance activities.

Perform field surveys of consumer water use activities; inspect, diagnose, adjust and repair backflow prevention devices and assemblies.

Operate equipment such as crane, backhoe, dump truck, hand and power tools, pipe fitting, and welding equipment common to the repair of water utilities.

Intermittently, walk stand, kneel, climb, and bend in the field; sit at a desk, in meetings, driving in vehicle or operating equipment for long periods of time; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight of up to 100 pounds.

Work outdoors in a variety of weather conditions; must be available to respond to emergencies within 1 hour, work after business hours, weekends, holidays, and extended work shifts.

Education and Experience

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

Experience:

A minimum of 6 years experience in water system operations, including a minimum of 3 years of management responsibility.

2 years of skilled work in construction, repair, and maintenance of water distribution systems and components including underground piping, valves, pumps, motors, and wells.

Training:

Successful completion of USC FCCC "Cross-Connection Control Program Specialist" and "Backflow Prevention Assembly Tester" courses highly desirable.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license; commercial Class A with tank endorsement preferred.

Possession of, or ability to obtain, a valid California Grade 2 Distribution certificate.

Possession of, or ability to obtain, a valid California Grade 1 Treatment certificate.

Possession of, or ability to obtain, a valid AWWA or ABPA Backflow Prevention Assembly Tester certificate.

Possession of, or ability to obtain, a valid AWWA or ABPA Cross-Connection Control Specialist certificate.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

1. Communicate clearly and concisely, both orally, and in writing.
2. Hear normal conversation in person and/or on the telephone.
3. Vision must be sufficient to accomplish the duties of the position, which may include operating a District vehicle.
4. Sit for prolonged periods of time.
5. Manual dexterity must be sufficient to accomplish the duties of the position.
6. Push and pull 50 to 100 pounds.
7. Lift and carry 50 to 100 pounds.
8. Stand for prolonged periods of time to include frequent twisting, kneeling, stretching, bending, stooping, crouching, crawling, climbing, and squatting.
9. Exposure to hazardous machinery.
10. Works in an environment with exposure to dust, dirt, water, and significant temperature changes between cold and heat.