



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

WATER TREATMENT SECTION MANAGER

Group-Section: Water System Operations Group - Water Treatment Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 073 Job #: SM017
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JOB SUMMARY

Responsible for managing the operation and maintenance of all Metropolitan water treatment plants. Areas of responsibility include performance monitoring; developing plant improvement programs; and start-up of new treatment plants and processes.

OVERSIGHT

Supervision Received: Receives administrative direction from the Assistant Group or Group Manager.

Supervision Given: Manages and supervises a staff of managers, professionals, and technicians.

JOB DUTIES

1. Through the general direction of the Water Treatment Unit Managers, manages the overall operation and maintenance of all of the treatment plants and associated facilities; monitors the performance of treatment plants ensuring regulatory compliance; oversees the planning of work and utilization of resources; develops and revises operating parameters to achieve Metropolitan's goal to meet the water quality and supply requirements; recognizes problems and develops viable solutions; and manages program level start up activities for new unit processes.
2. Manages Capital and Operation and Maintenance Improvement and Reliability Programs at the treatment plants; and participates with other Metropolitan management and staff in the determination of appropriate treatment process modifications to ensure efficient and effective results.
3. Evaluates the performance of the treatment plants directly and indirectly through subordinate managers and supervisors against the section's defined performance plan, approved budget, and organizational goals and objectives; and seeks consistency with other organizational units both within and outside the water treatment section. Meets with member and sub-agencies to coordinate activities including Board interactions, letters, presentations, etc.
4. Assigns and explains the work requirements and operating instruction to subordinate managers; reviews work plans to control costs, balance workloads, anticipate and avoid delays, and meet deadlines; and evaluates work in progress and reviews completed work.
5. Oversees all staffing plans, personnel actions, and employee relation activities; develops performance measures and ensures they are consistently applied; promotes employee training and development; and responds to complaints and grievances. Works with the union to resolve complaints.

6. Oversees the preparation of the section budget; monitors expenditure activities; approves Capital and Operating and Maintenance expenditures; and reviews budget variance reports and determines and implements all necessary corrective action.
7. Ensures compliance with local, state, and federal laws, regulations, and requirements; ensures all workplace health and safety policies and procedures are followed; ensures procedures are in place to avoid violations; and implements resulting recommendation from audits. Meets and coordinates activities of the treatment plants with state and local regulators, other public agencies, cities, member agencies, and the public.
8. Provides on-call management support and response to the treatment plants outside of business hours. Must respond to emergency operation situations for any situation that effects or limits the abilities of the treatment facilities on a 24/7 basis.
9. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and fourteen years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position.

Required Knowledge of: Principles of water treatment plant design and operation; water system operations; water quality and environmental and safety regulations; equipment maintenance; emergency response procedures and protocol; current business and organizational management theories and practices; public sector personnel practices and regulations; financial and budgeting practices and procedures; management and supervisory concepts and techniques; team building; budgetary concepts and procedures; relevant federal, state, and local laws; negotiation techniques; project management; contract administration; and trends and emerging technologies of water treatment processes.

Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; interpret and apply scientific and engineering concepts and principles and analyze results; communicate orally and in writing on administrative and technical topics; represent Metropolitan in negotiations or development of joint projects with external organizations; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; use business applications such as word processing and spreadsheets and engineering applications; and prepare presentations for executive management, Board of Directors, member agencies, regulatory agencies, water industry professionals, and community groups.

Job Title: Water Treatment Section Manager

Job Code: SM017

Adopted: 03/11/05

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Supersedes: 10/10/12

Page: 2

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- California Department of Public Health Grade T5 Water Treatment Operator Certification, or
- License in good standing as a California Professional Engineer and a California Department of Public Health Grade T2 Water Treatment Operator Certification.

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

California Department of Public Health Grade T5 Water Treatment Operator Certification

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered 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 functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements