



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PUMP PLANT TEAM MANAGER

Group-Section: Water System Operations – Conveyance and Distribution	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 061 Job #: TM042
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JOB SUMMARY

Responsible for managing and supervising the operation and maintenance of a pump plant. Areas of responsibility include operating and maintaining the facility at the most efficient level, and monitoring the flow of water to ensure compliance with demand. Provides general supervisory authority to facilitate the performance of standby emergency response at remote village locations on a 24-hour basis to ensure the resolution of emergency situations.

OVERSIGHT

Receives direction from the Unit Manager. Manages and supervises skilled craft and service maintenance workers.

JOB DUTIES

1. Manages and plans the pump plant operations; develops maintenance and repair schedules for pump plant facilities to minimize down time and interruptions as well as plans and procedures to address unanticipated failures; provides the necessary materials, tools, equipment and supplies to staff for efficient operation of the pump plant.
2. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, developing schedules and performance assessment; reviews work for thoroughness, adherence to operational standards and with minimal disruption to the flow of water through the conveyance and distribution system.
3. Assesses employees' competencies and develops training plans; discusses career development with staff; provides plant safety training both routine and in preparation for emergency response to natural disasters and contaminant threats.
4. Provides training in a simulator environment and at the pump plant in the areas of high voltage switching, troubleshooting, maintenance, and repair to ensure the safe and efficient operations of the pump plant.
5. Prepares and generates computer-based reports and other documents to track progress of daily, weekly, monthly, quarterly, semi-annual, and annual routine and emergency situations; informs management of unusual situations relating to current operations.
6. Tracks and schedules preventive maintenance, analyzes trends, and provides relevant statistics and information to other work groups and management to keep them apprised of current operational activities.

7. Establishes and tracks team goals and objectives; analyzes team activities and prepares reports; develops and monitors team budget; evaluates resource needs and prepares staffing and consulting requests; reviews and approves time, reimbursement requests and purchases.
8. Meets with other team managers and Water System Operations staff to evaluate and coordinate projects; provides technical assistance to member agencies.
9. May be required to provide general supervisory authority at remote village locations on a 24-hour basis to ensure the resolution of emergency situations; provides necessary documentation of problems and actions taken.
10. Schedules and monitors the use of public District facilities during and after working hours to ensure the safe and appropriate utilization of facilities; determines whether the availability of resources to District employees assigned to remote locations is adequate.
11. May be part of standby rotation for assigned plant, requiring 15-minute response availability for one-third to one-half of the year.
12. Represents Unit Manager in his/her absence as appointed by the Section or Group Manager.
13. Provides emergency on-call management support and responds to District facilities outside of normal business hours.
14. Oversees operation and maintenance of domestic water distribution systems.
15. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: A high school diploma or general education development test (GED) and fourteen years of increasingly responsible relevant experience, of which two years must have been in a project management, CRA pump plant lead, or supervisory capacity; or an associate's degree from an accredited college or university and ten years of increasingly responsible relevant experience, of which two years must have been in a project management, CRA pump plant lead, or supervisory capacity; or a bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, CRA pump plant lead, or supervisory capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, CRA pump plant lead, or supervisory capacity.

Required Knowledge of: Electrical theory and troubleshooting techniques; mechanical concepts; theory of fluid flow; management/supervisory concepts and techniques; team building; budgetary concepts and procedures; relevant federal, state and local laws; conveyance and distribution system operations; high voltage switching; understanding of CRA Pumping Plant equipment and operations.

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Adopted: 04/07/05

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Required Skills and Abilities to: Manage a diverse work force; plan, organize and review the work of team members; 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 analyze results; communicate orally and in writing on administrative and technical topics; represent District to public agencies, regulatory bodies, special interest groups and members of the public; 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; operate overhead and mobile cranes and man-lifts and forklifts.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- Grade T2 Water Treatment Certification issued by the California Department of Public Health, and
- High Voltage Switching Certification

Licenses

- Valid California Class C Driver License or equivalent in state of residence

Registrations

- None

DESIRABLE QUALIFICATIONS

- Project management, supervisory, or lead position experience with operation and maintenance of large rotating machinery installations.
- Project management, supervisory, or lead position experience with operation and maintenance of high-voltage power supply systems.
- Knowledge and experience with Emergency Response Systems.
- Knowledge of Shutdown Project Management.
- Demonstrated effective interpersonal skills.
- Knowledge of computerized maintenance management systems.

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 requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; The work may require specific, but common, physical characteristics and abilities such as average agility and dexterity.

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Vision Requirements: No special vision requirements

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