



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

WATER OPERATIONS AND PLANNING SECTION MANAGER

Group-Section: Water System Operations Group	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 072 Job #: SM013
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JOB SUMMARY

Responsible for managing all water operations and planning activities. Areas of responsibility include water planning and operations analysis; water contract and program administration; real-time system operations; control system application services; and emergency response coordination activities.

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. Manages the analysis and planning of water operations, negotiations, administration of water contracts, and the development and administration of water programs.
2. Maintains global oversight of the movement and delivery of water through the system to the member agencies and other entities.
3. Manages control system automation and application services (SCADA) and emergency response coordination activities.
4. Evaluates the performance of Operations and Planning 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 without the operations and planning section.
5. 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 review completed work.
6. 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.
7. Oversees the preparation of the section budget; monitors expenditure activities; approves Capital and Operating expenditures; and reviews budget variance reports and determines and implements all necessary corrective actions.
8. 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 recommendations resulting from audits.

9. Performs other related job 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: 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 public water and power operations planning.

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 to public agencies, regulatory bodies, special interest groups, and members of the public; 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, spreadsheets, and engineering applications; and prepare presentations for executive management, Board of Directors, member agencies, regulatory agencies, water industry professionals, and community groups.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

- California Department of Public Health Grade T5 Water Treatment Certification, or
- California Department of Public Health Grade D5 Water Distribution Certification

Job Title: Water Operations and Planning Section Manager

Job Code: SM013

Adopted: 10/10/12

Revised: 02/28/17

Supersedes: 10/10/12

Page: 2

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