



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## WATER PURIFICATION UNIT MANAGER

<b>Group-Section:</b> Water System Operations Group - Water Quality Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 068 <b>Job #:</b> UM027
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### JOB SUMMARY

Responsible for managing and supervising all water purification functions. Area of responsibility includes ensuring water quality regulatory compliance and consumer satisfaction through improved source water quality, optimizing existing treatment and distribution processes, and development of future treatment options.

### OVERSIGHT

**Oversight Received:** Receives general direction from the Section Manager.

**Oversight Given:** Manages and supervises a staff of managers, professionals, technicians, paraprofessionals, skilled craft, and service maintenance workers.

### JOB DUTIES

1. Manages all activities related to water quality regulatory compliance; examines source water quality and investigates proposed changes in the watersheds to improve the quality of the raw water entering the treatment plants; uses technical and complex analyses to substantiate the influence of land use patterns, watershed recreation, and point- and non-point source pollution; and sets operational criteria for both near-term operations and long-term planning to ensure regulatory compliance.
2. Analyzes and reports the drinking water regulatory compliance for all of the treatment plants to the State Water Resources Control Board and the United States Environmental Protection Agency, providing a technical and legal basis that substantiates safe water is being delivered to the consumers.
3. Provides an emergency response service whenever water quality may be compromised in the source water, via treatment, or in the distribution system through a network of plant liaison personnel and water sampling technical staff; and tests and maintains all of the backflow protection devices throughout the service areas to protect the water quality in the distribution system.
4. Provides process design criteria when a capital facility is in the planning stages to ensure water quality goals are achieved; examines new drinking water regulations and emerging water quality issues to determine options to address these concerns; and administers an applied research program that provides design recommendations and operating criteria to other sections.
5. Analyzes technical, scientific, economic, and/or financial information to maintain abreast of current status of the work in progress; and reviews and evaluates proposed agreements, technical documents, scientific manuscripts, and project plans for compliance with applicable standards, guidelines, and objectives.
6. Oversees and participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; authorizes purchases; and evaluates and approves bids for consultants and service contracts.

7. Selects and assigns staff ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors employees; prepares, reviews, and approves performance evaluations; identifies employee development and training requirements; and develops staff recognition programs.
8. Serves as project team member and/or team leader for major projects involving substantial capital improvements, special local, regional or state-wide task forces, joint ventures with member agencies, and other external entities to ensure successful completion of project plans.
9. Represents Section Manager in his/her absence as appointed by the Section or Group Manager.
10. Provides emergency on-call management support and responds to Metropolitan facilities outside of normal business hours.
11. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

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

**Required Knowledge of:** Drinking water regulations; current and advanced water treatment unit processes; emergency response policies, procedures, and protocol; environmental, health and safety policies and practices and procedures; source water quality issues; environmental engineering principles; 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 quality issues.

**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; summarize scientific data and see they have practical process engineering application; interpret and analyze results; communicate orally and in writing on administrative and technical topics; write, edit, and review action plans, grant proposals, reports and peer review scientific papers; 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, representatives of the scientific community, water industry, regulatory agencies, special interest groups, and the public with specific expertise in the area of potable water or source water quality issues; use business applications such as word processing spreadsheets, database, presentation and engineering,

and scientific applications; and prepare and make presentations on technical issues to peer scientific forums, executive management, Board of Directors, member agencies, and regulatory agencies.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

**In addition to the driver license and Professional Engineer requirement, employees in this position will be required to obtain and maintain the following certification:**

#### **Certificates**

- State Water Resources Control Board Grade T2 Water Treatment Operator Certification

#### **Licenses**

- Valid California Class C Driver License
- License in good standing as a California Professional Engineer or equivalent

#### **Registrations**

- None

### **DESIRABLE QUALIFICATIONS**

- State Water Resources Control Board 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