



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

CONSTRUCTION SERVICES UNIT MANAGER

Group-Section: Water System Operations Group - Operations Support Services Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 068 Job #: UM005
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JOB SUMMARY

Responsible for providing Metropolitan and with adequate resources to respond to unexpected or emergency repairs of Metropolitan and member agency facilities. Provides construction and maintenance resources for projects requiring "fast track" or special expertise and experience throughout Metropolitan's service area. Responsibilities also include the operation and maintenance of Metropolitan's Chemical Unloading Facility providing repackaging chlorine from bulk railcar to tanker trailers and the delivery of chlorine to Metropolitan's Treatment Plants.

OVERSIGHT

Supervision Received: Receives direction from the Section Manager.

Supervision Given: Manages and supervises a staff of managers, professionals, technicians, paraprofessionals, administrative support, skilled crafts and service maintenance workers.

JOB DUTIES

1. Oversee the management of construction projects and maintenance activities throughout Metropolitan's service area; provides construction of service connections to member agencies; develops work plans, balances the workload by shifting assignments, workers, and other resources to meet deadlines; reviews and analyzes work accomplishments, cost, and utilization of subordinates to evaluate work progress, controls costs, and anticipates and avoids potential problems, and takes corrective action; reviews completed work and inspection reports for compliance with operational standards; and oversees Quality Assurance and Quality Control Program for construction and maintenance activities.
2. Oversees the distribution of personnel, vehicles, heavy and light equipment, and other necessary resources; determines resource, materials, staffing size, and types of skills needed to perform the work; oversees the preparation of work plan, implementation of plan, and monitors and manages work of anticipated and emergency projects.
3. Oversees the manage of Metropolitan's Chemical Unloading Facility to provide repackaging of chlorine from railcars to cargo trailers and delivery to treatment plants.
4. Maintains adequate resources including personnel, equipment, and materials at all times to respond to Metropolitan's emergencies and those of member agencies; and compiles and analyzes data to prepare narrative and statistical reports on activities, performance, and long term succession planning.
5. Ensures the safety of both staff and other personnel at worksites by implementing safety training and implementing safety recommendations resulting from new regulations, inspections, event reviews, or from in-house safety staff.

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 for major projects involving substantial capital improvements, special local, regional, or statewide task forces, joint ventures with member agencies, and other external entities to ensure successful completion of project plans.
9. Oversees employee development and training (set performance goals, evaluate performance, cross train, and develop succession plans).
10. Oversees project management of all construction and maintenance projects.
11. Represents the Section Manager in his/her absence as appointed by the Section or Group Manager.
12. Provides emergency on-call management support and responds to Metropolitan facilities outside of normal business hours.
13. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test and eighteen years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position shall be in effect until July 1, 2010; or an associate's degree from an accredited college or university and fourteen years of increasingly responsible relevant experience, of which four years must have been in a management, or supervisory position; or a bachelor's degree from an accredited college or university 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 and ten years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position.

Required Knowledge of: General construction concepts, principles, practices, and procedures; current regulations related to construction, heavy equipment, and chlorine handling; safety practices and procedures and emergency response protocol; statistical analysis; heavy construction equipment and utility truck and automotive specifications; current state and federal regulations relating to commercial vehicle operating practices and procedures including Drug and Alcohol Testing Program; 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; workflow and project management including planning, scheduling, costing, and implementing construction and maintenance efforts; contract administration; trends and emerging technologies in the construction and heavy equipment industry; and emergency response procedures.

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 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, contractors, and consultants, regulatory agencies, special interest groups, vendors, and the public; and use business applications such as word processing and spreadsheets and be knowledgeable in the use of Project Management Programs and procedures.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS/WORK ENVIRONMENT

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.

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Job Code: UM005

Adopted: 03/22/05

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MWD

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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. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements

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