



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## CONVEYANCE & DISTRIBUTION SECTION MANAGER

<b>Group-Section:</b> Water System Operations Group - Conveyance and Distribution Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 073 <b>Job #:</b> SM014
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### JOB SUMMARY

Responsible for managing all Conveyance and Distribution functions. Areas of responsibility include the Eastern and Western region Conveyance and Distribution facilities; and Desert region Conveyance facilities primarily the Colorado River Aqueduct and its associated facilities.

### 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 overall operation and maintenance of all of the Conveyance and Distribution facilities including the Colorado River Aqueduct and its associated facilities and the distribution system; monitors the performance of the Conveyance and Distribution system ensuring regulatory compliance; oversees the planning of work and utilization of resources; develops and revises operating procedures to achieve Metropolitan's goal to meet the water quality and supply requirements; and recognizes problems and develops viable solutions.
2. Manages Capital and Operation and Maintenance improvement programs to maintain and enhance facility reliability; and participates with other Metropolitan management and staff in the determination of appropriate Conveyance and Distribution process modifications to ensure efficient and effective results.
3. Evaluates the performance of the Conveyance and Distribution facilities 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 conveyance and distribution section.
4. Assigns and explains the work requirements and operating instructions 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 relations activities; develops performance measures and ensures they are consistently applied; promotes employee training and development; and responds to complaints and grievances.
6. Oversees the preparation of the section budget; monitors the expenditure activities; approves operating and maintenance and capital 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 recommendations resulting from audits.
8. 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:** Water system operations; 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 operating principles of water systems.

**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 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; 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**

- California Department of Public Health Grade D3 Water Distribution Operator Certification, or T3 Water Treatment Operator Certification, or
- California Department of Public Health Grade D2 Water Distribution Operator Certification or T2 Water Treatment Operator Certification and a License in good standing as a California Professional Engineer

### **Licenses**

- Valid California Class C Driver License

### **Registrations**

- None

Job Title: Conveyance & Distribution Section Manager

Job Code: SM014

Adopted: 03/11/05

Revised: 02/28/17

Supersedes: 10/10/12

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**DESIRABLE QUALIFICATIONS**

- California Department of Public Health Grade D3 Water Distribution Operator Certification, or T3 Water Treatment Operator Certification.
- Project management or supervisory experience with a medium or large water utility including large-diameter pipeline systems and pumping facilities.

**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