



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

CONVEYANCE AND DISTRIBUTION ASSISTANT UNIT MANAGER

Group-Section: Water System Operations Group - Conveyance and Distribution Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 064 Job #: Z52
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JOB SUMMARY

Assists the Unit Manager with the operations and maintenance of the conveyance and distribution system. Responsible for managing and supervising the reliability of a portion of the conveyance and distribution water delivery system and its capability to meet the demands of the member agencies and treatment plants served by this system. Areas of responsibility include operating and maintaining facilities such as aqueduct systems, hydro-electric power generating plants, pressure control structures, reservoirs, and conveyance and distribution system components such as tunnels, pipe lines, canals, pumping plants, rights of way, and administrative offices; and collaboration with environmental experts to ensure regulatory compliance.

OVERSIGHT

Supervision Received: Receives direction from the Unit Manager, Section Manager, or the Group Manager.

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

JOB DUTIES

1. Reviews and remains current on the conveyance and distribution system status and reliability; reviews workload and available labor resources; identifies operation, maintenance, and capital improvement projects; reviews and maintains accurate data in the corporate maintenance management system; reviews status reports related to the conditions of critical equipment and compliance with maintenance standards and all state and federal regulations; reviews and participates in the investigation of problems or irregularities in the water system; evaluates the causes, reviews the recommended remedies, and authorizes action to correct the situation.
2. Establishes goals, objectives, and priorities that support the overall strategies of the section and Metropolitan; identifies and develops capital investments and maintenance projects needed to meet reliability objectives, regulatory requirements, and customer demands for water; and plans, develops, and/or approves schedules, priorities, and standards for achieving goals.
3. 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 purchase of and

ensures the proper inventory and accounting techniques of all materials, chemicals, and equipment; and evaluates and approves bids for equipment and service contracts.

4. 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.
5. Ensures that all applicable safety programs are in place to protect employees and the public from any unsafe conditions resulting from the operation of the conveyance and distribution system; maintains an awareness of emergency response policies and procedures; and responds to any and all safety concerns.
6. Serves as project team member and/or team leader 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.
7. Provides emergency on-call management support and responds to Metropolitan facilities outside of normal business hours.
8. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test and sixteen years of increasingly responsible relevant experience, of which two years must have been in a management or supervisory position; or an associate's degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which two years must have been in a management, or supervisory position; or a bachelor'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 management or supervisory position; or an advanced degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a management or supervisory position.

Required Knowledge of: Conveyance and distribution system operations and maintenance; safety procedures and techniques; current business and organizational management 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; project management; contract administration; trends and emerging technologies of water conveyance and distribution; and emergency response procedures.

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Adopted: 10/23/2012

Revised:

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Required Skills and Abilities to: Assess the reliability of the conveyance and distribution system; 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; and use business applications such as word processing and spreadsheets.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- Grade T2 Water Treatment Operator Certification by the California Department of Public Health for the Desert Region
- Grade D2 Water Distribution Operator Certification by the California Department of Public Health for the Eastern and Western Regions

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

- Project management or supervisory experience with a medium or large water utility including large-diameter pipeline or aqueduct systems, pumping facilities, and hydroelectric generating stations.
- 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.

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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