



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

CONVEYANCE AND DISTRIBUTION UNIT MANAGER

Group-Section: Water System Operations Group - Conveyance and Distribution Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 68 Job #: UM007
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JOB SUMMARY

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 systems 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 Section 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 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: 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.

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

(Management reserves the right to exclusively require D3 certification at its sole discretion for the Eastern and Western Regions.)

- California Department of Public Health Grade T2 Water Treatment Certification (Desert Region).
- California Department of Public Health Grade D3 or D2 Water Distribution Certification (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.
- California Department of Public Health Grade D3 Water Distribution Certification (Eastern and Western Regions).

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.

Job Title: Conveyance and Distribution Unit Manager

Job Code: UM007

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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.

Vision Requirements: No special vision requirements