



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

WATER SYSTEM OPERATIONS GROUP MANAGER Group Manager

Group-Section: Chief Executives Offices	FLSA Status: Exempt Bargaining Unit: Unrepresented	Salary Grade: 089 Job #: Z63
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JOB SUMMARY

Directs all operations and maintenance activities for Metropolitan's water delivery system and related facilities such as treatment plants, pumping plants, pipelines, hydroelectric facilities, maintenance facilities, construction facilities, and reservoirs. Develops and implements related policies and procedures to ensure that all operations and maintenance activities are in compliance with applicable laws, regulations, policies, and procedures, and that Metropolitan's mission, goals, and objectives are met.

OVERSIGHT

Receives direction from the Assistant General Manager/Chief Operating Officer. Leads, manages, and supervises a large diverse staff of managers, professionals, paraprofessional, technicians, skilled-craft personnel, and administrative support.

JOB DUTIES

1. Directs all operations and maintenance activities including management of staff and oversight of consultants to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and technical integrity, and in compliance with applicable laws, regulations, policies, and procedures.
2. Develops and implements programs, policies, and procedures to ensure that all construction and maintenance activities related to Metropolitan's plants, equipment, and related facilities are cost-effective and efficiently managed. Directs the preparation of maintenance and renovation project plans to ensure that projects are completed within the appropriate time frames and within budget.
3. Oversees the planning and scheduling of water deliveries and power operations. Schedules water deliveries from the State Water Project, Colorado River Aqueduct, water storage programs, and water transfers. Approves member agency water use certifications. Negotiates, administers, and recommends for execution by the general manager/assistant general manager power resource and transmission contracts.
4. Plans, develops, and implements, through subordinate managers, programs to ensure compliance with water quality, safety, and environmental regulations.
5. Develops and monitors short- and long-range strategic plans to ensure that Metropolitan's water delivery system is effectively maintained to maximize operational efficiency.

6. Interfaces with other management on operations and maintenance activities to ensure coordination of related activities.
7. Directs the preparation of Board letters and makes presentations to the Board of Directors to keep them apprised of programs, projects, studies, and activities related to area of responsibility.
8. Plans, develops, and monitors the Group's budget to ensure the most efficient use of resources, adherence to established guidelines, and accurate and timely reporting of budgetary information.
9. Manages the emergency response efforts for the District and responds to emergencies.
10. Oversees the security program to safeguard people and assets.
11. Oversees the design and implementation of water and power operations control systems.
12. Plans, develops, and implements, through subordinate managers, workforce development initiatives including Metropolitan's Apprenticeship Program for skilled-craft employees.
13. Represents Water Systems Operations Group management in labor negotiations with bargaining units.
14. Represents Metropolitan before external organizations including member agencies, governmental and regulatory agencies, professional and community organizations, and the general public.
15. Directs the preparation of technical and administrative reports, documents, and other related correspondence to ensure that applicable laws, regulations, policies, and procedures are adhered to.
16. Directs complex studies and programs to ensure that Metropolitan's short and long-term interests and needs are met.
17. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM REQUIREMENTS

Education and Experience: Bachelor's degree from an accredited college or university in engineering, science, business administration, or related field, 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 in engineering, science, business administration, or related field, and twelve years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position.

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Required Knowledge of: Principles of water treatment plant design and operation; water system operations; water quality and environmental and safety regulations; equipment maintenance; power resources and transmission; construction and manufacturing practices; infrastructure security; emergency response procedures and protocol; 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 treatment processes.

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 apply scientific and engineering concepts and principles and analyze results; communicate orally and in writing on administrative and technical topics; represent Metropolitan in negotiations and development of joint projects with external organizations; 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 engineering applications; and prepare presentations for executive management, Board of Directors, member agencies, regulatory agencies, water industry professionals, and community groups.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing, and registrations:

Certificates

- A State of California Water Treatment Operator Certification
- A State of California Water Distribution Operator Certification

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- License in good standing as a California Professional Engineer

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 job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is usually 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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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, 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

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