



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

OPERATIONS PROGRAM MANAGER

Group-Section: Water System Operations Group – Office of the Group Manager	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 067 Job #: Z53
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JOB SUMMARY

Responsible for directing critical activities related to the engineering design, operational reliability and construction management of the largest and most complex Capital Investment Plan programs and infrastructure reliability projects. These Capital Investment Plan programs consist of multiple large complex projects. The infrastructure reliability projects involve significant facilities and equipment in Metropolitan's system, as well as taking a lead advisory role with member agencies or public agencies, such as the Department of Water Resources. Areas of responsibility include overseeing all disciplines of design; construction and claims management; budget and scheduling; interaction with elected officials, surrounding communities, the Board, media, and regulators; and environmental monitoring and mitigation. In addition to program management responsibilities, this position is responsible for the coordination of district-wide project management and operations policies, procedures, and standards.

A program may be an ongoing endeavor, strategic actions of limited duration within an ongoing program, or may comprise multiple large projects, which constitute or support a major goal or operation of Metropolitan. A program typically involves external agencies and matrix management of multiple staff. Program/projects have defined and specific scopes with deliverables, and schedules with identified milestones, and budgets with defined work breakdowns. Programs/projects require regular monitoring, tracking, and reporting to management.

OVERSIGHT

Supervision Received: Receives administrative direction from Water System Operations Group Manager or Assistant Group Manager, and/or Water System Operations Section Manager.

Supervision Given: May exercise technical and functional lead over assigned staff.

JOB DUTIES

1. Directs the preparation and implementation of work plans for all phases of the project; manages, monitors, and revises budgets and schedules; reviews and evaluates proposed agreements; monitors and evaluates the work of assigned staff and consultants; directs and reviews project plans, project management reports, Board letters, and presentations; oversees auditing of expenses and invoice processing; and assists project managers with problem resolution.
2. Oversees construction management and inspection ensuring contract enforcement, quality control, and record keeping; coordinates staffing; directs construction claims analysis, claims negotiation, and claims settlement; and facilitates and/or improves contractor coordination.
3. Monitors design plan and specification preparation to ensure that program purpose and scope are being fulfilled.

4. Works directly with internal staff, member agencies or other public and private agencies to evaluate operational reliability issues; develops improvement alternatives and plans; recommends strategies to improve water system reliability; overcomes institutional challenges; and implements recommendations.
5. Makes presentations to the Board and Board committees regarding progress of project; conducts field inspections for Board members; describes the project and addresses concerns of city councils, county supervisors, special interest, and business groups; and participates in special events and media interviews.
6. Coordinates the development of the annual Capital Investment Plan and system reliability plans; directs the scheduling and process for project submittal, evaluation, scheduling, and budget; directs and participates in the evaluation and prioritization of all capital or system reliability projects; develops summary presentations for executive management and the Board; and analyzes project and budget trends and makes recommendations for short and long-term Capital Investment Plan implementation strategies and water system reliability enhancement strategies.
7. Manages the development and revision of project management policies, procedures, and standards for all Metropolitan projects; determines data collection needs and reporting formats; and develops and implements training modules in conjunction with users, stakeholders, and Human Resources.
8. Directs regulatory and environmental compliance including reporting, permit enforcement, compliance, and revision; and interacts with state and federal regulatory agencies.
9. Works with General Counsel on strategy development and consultant coordination on issues related to construction and injury claims.
10. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree in engineering from an accredited college or university and twelve years of increasingly responsible relevant experience, of which four years must have been in a supervisory, project management, or lead position; or an advanced degree (i.e., master's or doctorate) in engineering from an accredited college or university and eight years of increasingly responsible relevant experience, of which four years must have been in a supervisory, project management, or lead position.

Required Knowledge of: Management and supervisory methods and techniques; team building; engineering principles; equipment and facility design; equipment performance testing; project management; manufacturing techniques; construction techniques; claims management; cost control and forecasting; insurance program management; environmental requirements and CEQA processes; engineering economics and evaluations; relevant federal, state, and local laws;

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contract administration; budget concepts and procedures; water distribution systems; value engineering; and Metropolitan facilities.

Required Skills and Abilities to: Resolve the most complex engineering problems; design and construct water treatment plants, distribution systems and facilities; plan and organize the work of a project team; encourage and facilitate cooperation; train and mentor staff; exercise considerable judgment and discretion; effectively communicate orally and in writing on complex administrative and technical topics; use business project management and engineering applications; and determine training needs of staff and resolve issues in a positive and proactive manner.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- License in good standing as a California Professional Engineer
- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

None

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

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