



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

MANUFACTURING SERVICES UNIT MANAGER

Group-Section: Water System Operations Group - Operations Support Services Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 068 Job #: UM018
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JOB SUMMARY

Responsible for managing and supervising the manufacturing, rehabbing, construction, and maintenance of water system equipment at Metropolitan. Areas of responsibility include machining, fabrication, welding, coating, mortar-lining, valve, turbine and pump repair work, diving, heating, ventilating and refrigeration, crane certification, transportation and warehouse services, planning, and quality assurance and quality control.

OVERSIGHT

Oversight Received: Receives direction from the Section Manager.

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

JOB DUTIES

1. Oversees the management of manufacturing support activities to assure water system reliability through construction, maintenance, production, and emergency response throughout Metropolitan and Department of Water Resources service areas including as applicable, conveyance, distribution, and treatment.
2. Oversees the various teams providing machining, fabrication, welding, coatings, mortar-lining, valve, turbine, and pump work, diving, heating ventilating and refrigeration, crane certification, transportation, and warehousing services. Oversees the support structure consisting of a business support team, a planning team, and a quality assurance manager who provide project management, administrative, costing, scheduling, procurement and planning support in an ISO 9002 quality assurance-minded environment.
3. Interacts regularly with customers namely Metropolitan's Water System Operations units, Water Resource Management Group and Engineering Services Group, member agencies staff, California's Department of Water Resources field division staff, and other public entities to assess project plans, end product quality, and levels of satisfaction. Interacts regularly with outside support network of vendors, manufacturers, detailers, consultants, and engineers.

4. Provides advance planning for the unit in a quality-minded atmosphere. Determines resource requirements, materials, and number of subordinates and types of skills necessary to accomplish the unit's long-range work schedules. Reviews the allocation of team resources and work distribution. Analyzes work plans developed by subordinate managers and monitors the status of the teams' work in relation to the overall work load requirements including unanticipated or emergency requirements. Provides information and advice to senior management and staff organizations on the feasibility of work assignments as scheduled, budget estimates, and workload data to assist in developing or reviewing long-range schedules and work requirements. Reviews the immediate and long-range requirements of the organization based on workload forecasts and develops and plans for meeting long-range requirements. Evaluates resources required to accomplish the proposed work in relation to the resources committed to ongoing and previously scheduled work operations and recommends changes to superiors concerning previously planned work. Plans the allocation of resources and the distribution of work to subordinate managers and determines the internal plan to be followed by the managers in applying those resources to accomplish the work operations.
5. 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 purchases; and evaluates and approves bids for consultants and service contracts.
6. 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.
7. Serves as project team member and/or team leader for major projects involving substantial capital improvements, special local, regional or state-wide task forces, joint ventures with member agencies, and other external entities to ensure successful completion of project plans.
8. Serves as Metropolitan's Contract Administrator for contracts with the Department of Water Resources and other public agencies for manufacturing services.
9. Represents the Section Manager in his/her absence as appointed by the Section or Group Manager.
10. Provides emergency on-call management support and responds to Metropolitan facilities outside of normal business hours.
11. Performs other related duties as required. Such duties include active participation on various Metropolitan sponsored committees.

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 ; 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: Mechanical engineering principles; basic principles of metallurgical, structural, and electrical engineering; processes of work flows in a job shop environment; ISO 9000 Quality Assurance System; environmental, health and safety policies, practices, and procedures; emergency response policies, practices, 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; trends and emerging technologies of equipment maintenance; and emergency response procedures.

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 in negotiations or development of joint projects with external organizations; establish and maintain collaborative working relationships with all levels within the organization, other agencies, contractors, consultants, and vendors and the public; and use business applications such as word processing and spreadsheets and database.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

None

Licenses

- Valid California Class C Driver License

Registrations

None

DESIRABLE QUALIFICATIONS

- Registration as a California Professional Engineer

Job Title: Manufacturing Services Unit Manager

Job Code: UM018

Adopted: 03/22/05

Revised: 02/14/17

Supersedes: 12/06/12

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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