

**North Marin Water District**

**OPERATIONS/MAINTENANCE MANAGER**

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION**

Manages, directs and coordinates the activities and operations of the District's water and wastewater treatment plant(s), water transmission and distribution systems, , and wastewater collection system; establishes goals and objectives, as well as operating budget for the Department and ensures attainment of such; is responsible for the maintenance of above ground water and sewer system facilities, buildings and grounds throughout the District service areas; and vehicle/equipment fleet; coordinates activities with other District departments and outside agencies, organizations and individuals; plans and implements programs of expansion or improvement to existing operational facilities; provides complex professional, administrative and technical support to the General Manager; and performs other work as required.

**DISTINGUISHING CHARACTERISTICS**


The **Operations/Maintenance Manager** assumes full leadership and management responsibility for all activities and services within the Operations/Maintenance Department. This position remains fully abreast of all personnel, operational and administrative activities and provides complex support to the Department's supervisors as well as other District Departments.

**SUPERVISION RECEIVED/EXERCISED**

Receives administrative direction from the General Manager. Exercises direct supervision over Treatment Plant Supervisor, Maintenance Supervisor, and other Operations/ Maintenance Department and Technical staff.

**ESSENTIAL DUTIES** (include but are not limited to the following)

Plans, supervises, directs and coordinates the activities, operations and services of the Operations/Maintenance Department including the treatment, transmission, and distribution of domestic water, the collection, treatment and disposal of sewage and the operation of related facilities; insures the Operations/Maintenance Department activities comply with regulatory requirements, including potable, recycled and wastewater; oversees the management of data collection and generation of system operating reports; oversees and/or participates in the development, implementation and maintenance of the Operations/Maintenance Department goals, objectives, policies and procedures; plans, coordinates and reviews the work plan for assigned projects and responsibilities related to Operations/ Maintenance Department activities and services including management of consultant contracts; provides administrative and technical direction to staff and consultants. Plans, assigns, and is responsible for the work of crews engaged in maintenance functions including maintenance of, tanks, pump stations, pressure tanks, regulating stations and ancillary equipment including power and control, instrumentation, communications, telemetry, distribution control and monitoring system and cathodic protection as well as regulatory implications of said maintenance activities. Reviews existing conditions, plans and schedules for maintenance activities to make effective use of workforce, materials and equipment; coordinates work with other District staff to resolve problems; supervises the maintenance of grounds and building structures including interior and exterior finishes, janitorial services, power, controls,

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lighting, communications, mechanical and HVAC systems. Supervises the operations and maintenance of the District local water supply watershed, including overall coordination of watershed land leases and allowable uses. Administers, operates, and maintains District Asset Management/Computerized Maintenance Management System. Supervises the maintenance of vehicles and fleet equipment. Manages multiple small to large sized maintenance or capital improvement projects. Oversees all electrical engineering needs of the District to ensure that District departments receive timely and competent electrical engineering support.

Coordinates the selection, orientation, and evaluation programs for Operations/Maintenance personnel; develops job descriptions as necessary; plans and coordinates staff training; identifies and resolves staff deficiencies; implements discipline and/or termination procedures; develops, implements, maintains and improves various computer programs for the division; develops the Operations/Maintenance Department budget; participates in the forecast of necessary staffing, materials and supplies; proposes, presents and justifies divisional programs, projects, operations and services.

Conducts financial, organizational and operational studies; makes recommendations to address and resolve financial, organizational and operational issues; attends and participates in organizational and community meetings as necessary; stays current on issues relative to the field of technical/regulatory safety, personnel issues and water districts in general; prepares and presents staff reports and other necessary documents, correspondence and memoranda.

Maintains effective safety compliance in accordance with District, Cal OSHA, and EPA policies; responsible for instilling esprit de corps and a healthy, positive work attitude in employees supervised. Works closely with the District Safety Manager on emergency management/preparedness and safety programs. Responsible for the physical security operations at all District facilities. Provides technical assistance, on-the-job training and approves formalized training of department staff as may be required from time to time; keeps time and equipment records for the Department.

**QUALIFICATIONS** (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Minimum Qualifications- Possession of a high school diploma supplemented with relevant specialized Operator training in water treatment and/or distribution operations and ten years' experience, including two years in a position of major responsibility equivalent to Operations Supervisor / Manager or Department Head. Additionally, five years' experience in overseeing design or installation of treatment, electrical, controls, or pumping equipment and materials under applicable uniform codes and knowledge of applicable state and federal regulations related to water. Knowledge of wastewater is a plus

Desired Qualifications- Graduation from college with a degree in civil, electrical, or mechanical engineering and ten years of increasingly responsible management experience in Operations and Maintenance in water utility or equivalent field.

Knowledge/Skill/Ability

*Knowledge of:* operational characteristics and services of a water and wastewater operations program; the automation, SCADAs and practices, materials, and equipment used in water and wastewater systems, and their maintenance requirements, principles and practices of organization and management theories as applied to the analysis of water and wastewater service delivery systems; modern and complex principles and practices of program development and administration;

principles and practices of budget preparation and administration; principles of supervision and leadership, training and performance evaluation; principles of mechanical and electrical controls including building automation, SCADA communications systems and materials; office equipment including computers, network systems and applicable software; pertinent Federal, State and local laws, codes and regulations.

*Ability to:* mentor and develop staff through annual evaluations and review process, plan, organize, manage and direct the work of subordinate staff and consultants; select, supervise, train and evaluate staff; identify and respond to community and organizational issues, concerns and needs; develop, implement and administer goals, objectives and procedures for providing assigned services; read and work from plans and specifications; demonstrate experience and capability to handle multiple projects; maintain accurate work progress and cost records; analyze work problems, develop effective solutions including design of moderately complex electrical, mechanical and control system modifications; communicate clearly and concisely, both orally and in writing; work rotating shifts, weekends, holidays as necessary and remain available in the event of an emergency; establish and maintain effective working relationships with contractors, other agencies, supervisory personnel, subordinates, District Board of Directors and the general public.

#### License/Certificate

Possession of a valid Class C California driver's license.

Possession of a California Drinking Water Operator Certification Program (DWOCP) Grade D3 Water Distribution Operator Certificate and ability to obtain a California SWRCB Grade D4 Water Distribution Operator Certificate within 18-months of appointment to position.

Possession of a professional engineer registration within the State of California, or Water Treatment Operator T4 certification from DWOCP is desirable.

#### Residency

Residency within 20 miles of the District's Service Area within 24 months following initial employment is required for this position.

### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

This position requires the following working conditions and physical requirements:

Mobility: Ability to work in an office setting with prolonged periods of sitting, standing, twisting, bending, and reaching. Fieldwork includes walking on various surfaces, kneeling, bending, stooping, and squatting.

Manual Dexterity: Frequent use of both hands for simple and power grasping, fine manipulation, and coordinated movements. Tasks may involve operating office and field equipment, specialized instruments, and tools, requiring repetitive arm/hand movements and coordination of multiple limbs.

Physical Activities: Ability to use arms above the shoulder, walk on level and slippery surfaces, climb, balance, stoop, kneel, and crouch.

Computer Use: Proficiency in retrieving data using a computer keyboard.

Vision: Near and far vision for visual checks of facilities, reading plans, reports, and using a computer.

Sensory Abilities: Use of smell and hearing to detect odors and mechanical equipment conditions.

Hazard Exposure: Potential exposure to electrical and mechanical hazards, hazardous chemicals, and contaminants. Work around moving equipment.

Driving: Ability to drive a vehicle, including a four-wheel drive on dirt roads in varying weather and road conditions.

**OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."