



Service Beyond Expectation

OPERATIONS MANAGER (Water Treatment Plant)

Job Status: Non-Exempt
Date Adopted: 11-2001
Date Modified: 06-10-2025

Safety Sensitive Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general policy direction, plans, organizes, and directs the work of personnel engaged in the operation, maintenance, and repair of the District's water treatment plants and administration and execution of the District's water quality monitoring and associated regulatory compliance programs.

DISTINGUISHING CHARACTERISTICS

This position is responsible for assigned potable water and water quality programs. The Operations Manager (Water Treatment Plant) oversees projects and assignments of technical and professional staff. The position is distinguished from professional and technical classifications in the Water Treatment Plant job series by its more significant level of specialized knowledge, breadth of supervision, and decision-making authority in matters relating to the division.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Deputy Director of Operations.

Direct supervision is provided to the Operations Supervisor (Water Treatment Plant) and Water Quality Coordinator.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Plans, prioritizes, and establishes schedules and methods for water treatment and water quality monitoring activities; identifies staffing resources needs and allocates resources accordingly.
2. Recommends or assists in the development and implementation of policies, procedures, goals and objectives for the program area; monitors compliance with established policies and procedures and implements work programs.
3. Oversees and evaluates water treatment plant operations through appropriate personnel to ensure compliance with federal, State, and local requirements and to maintain processes at an optimal and cost-effective level; directs programs, projects, and operational changes to meet these requirements.
4. Conducts research on current and new water treatment technology and various alternative water treatment methods, and recommends improving efficiency, production, and water quality.

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5. Participates in planning for and overseeing the construction and upgrading of plants and facilities; meets with project engineers and consultants to provide input on operational considerations; evaluates new plant process control technology.
6. Oversees water sampling and water quality monitoring activities; evaluates laboratory test results and prepares or reviews water quality reports submitted to the State.
7. Participates in process analysis studies and/or pilot projects relating to the area of responsibility; prepares analytical and technical reports with outcomes and recommendations; attends meetings of water-related associations to stay abreast of developments in the field.
8. Serves as liaison with other District departments and divisions for the purpose of coordinating work programs; interfaces with outside agency representatives as necessary to resolve jurisdictional issues; responds to customer inquiries and complaints relating to water quality issues.
9. Prepares annual budget request for program area; estimates staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions.
10. Participates in the interviewing and hiring of new staff; assigns and reviews work; counsels employees on performance problems and takes or recommends disciplinary action; approves time off for payroll purposes, and prepares and signs employee performance evaluations.
11. Confers with and advises management regarding water quality and treatment needs and requirements.
12. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
13. Regular attendance at the work site.

Marginal Functions:

1. Conducts plant tours and explains operating procedures to the public and visitors.
2. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Operational characteristics of a modern water treatment plant.
Conventional, enhanced, advanced, and biological water treatment methods.
Methods and techniques for conducting water quality sampling and testing.
Characteristics of chemicals used in water treatment processes.
Operational mathematics, including calculation of chemical dosing and water flow rates.
Principles of supervision, training and employee evaluation.
Modern business letter writing and report preparation.
Pertinent Federal, State and local laws, codes and regulations.
Basic budget administration.

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Skill in:

Water treatment and personal computers.

Ability to:

Effectively direct a comprehensive water treatment and water quality monitoring program.

Assign, review and supervise the work of subordinates.

Represent the District effectively with outside organizations and individuals.

Present technical information to non-technical persons.

Read and interpret laboratory test results on water samples.

Prepare clear, concise and technically accurate reports and correspondence.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity that allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Job Title	Operations Manager (Water Treatment Plant)
Experience	<ul style="list-style-type: none">• Seven (7) years of progressively responsible experience in the operation and maintenance of a water treatment plant or related field with at least two (2) years of experience in a supervisory or leadership capacity.
Education/Training	<ul style="list-style-type: none">• Equivalent to a Bachelor's Degree in Chemistry, Biology, Civil Engineering, or a related technical field.
Required License/Certification	<ul style="list-style-type: none">• Possession of a valid T5, or ability to obtain within one (1) year of appointment.• Possession of a valid D3.
Desirable Degree/License/Certification	<ul style="list-style-type: none">• Master's Degree in Business Administration, Public Administration, or a related technical field.
DMV Class	<ul style="list-style-type: none">• Possession of a valid California Class C driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

While performing the duties of the job, the employee normally works under typical office conditions and is occasionally exposed to outside weather conditions and wet or humid conditions. The employee regularly works near moving mechanical parts, in high, precarious places, and may work with toxic or caustic chemicals, fumes or airborne particles, risk of electrical shock, and vibration.

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Physical:

Incumbents require sufficient mobility to work in an office setting; stand and sit for prolonged periods of time; operate office equipment including computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information; use of hands repetitively to operate, finger, handle or feel office equipment and reach with hands and arms. Employees are frequently required to stand and walk.

Mental:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive and constantly changing deadlines and interact with those encountered in the course of work, some of whom may be demanding, dissatisfied, and or upset.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing:

Hear in normal audio range with or without correction.