



## San Juan Water District

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# Wholesale Operations Manager

## Position Description

**Status:** FLSA Exempt and Confidential in nature  
**Supervisor:** Assistant General Manager  
**Effective Date:** July 1, 2007

### **Supervision Received and Exercised:**

Receives administrative direction from the Assistant General Manager and exercises direct supervision over assigned management, supervisory and technical personnel.

### **Primary Function**

To plan, organize, direct and review the activities and operations of the Wholesale Operations Department including the operations and maintenance of water treatment and blending facilities, pumping facilities and storage reservoirs, wholesale metering and telemetry systems; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant General Manager and General Manager.

### **Essential Duties - Duties may include, but are not limited to, the following:**

- Develop, plan and implement Department goals and objectives; recommend and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the General Manager and Assistant General Manager; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the Wholesale Operations Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operations of the Department.
- Administer and interpret District polices and regulations to subordinates regarding water production and safe work practices.
- Recommend plant expansions and upgrades.
- Prepare a variety of technical and administrative reports relating to the operation and maintenance of water production facilities.

- Stay abreast on drinking water standards as published by the California Department of Health Services, Environmental Protection Agency, and local authorities.
- Review daily production reports; prepare monthly usage reports for wholesale agencies.
- Oversee the maintenance and reading and repairs on the District's wholesale meters.
- Ensure proper maintenance, testing, upgrades, and repairs are completed on the District's telemetry system.
- Ensure proper maintenance, monitoring, and repairs are performed on the District's pumping facilities and storage reservoirs.
- Represent the District to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary
- Research and prepare technical and administrative reports and studies; prepare written correspondence.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Principles, practices, and methods of operating and maintaining water treatment, distribution, and storage facilities and equipment.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations with an emphasis on water quality and environmental issues.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Safe work practices.
- Modern office procedures, methods and computer equipment.

#### *Ability to:*

- Plan, direct and control the administration and operations of the Wholesale Operations Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use keyboard to communicate through written means.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solution, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply District, State and Federal policies, procedures, rules and regulations.
- Exercise leadership, authority, and management tactfully and effectively.

- Work effectively under time deadlines and within limited financial and staffing resources.
- Address difficult issues by building consensus and developing appropriate resolutions.
- Interpret and apply District, State and Federal policies, procedures, rules and regulations.
- Proficiently use computers and applicable software.
- Initiate and maintain effective safety practices.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

**Education:**

Equivalent to graduation from high school supplemented with course work in water chemistry and quality.

**Experience:**

Six years of progressively responsible experience in the operation and management of water treatment and distribution systems; including three years of administrative and management responsibility.

**License or Certificate:**

Possession of, or ability to obtain and maintain, an appropriate valid California motor vehicle operator's Class B license. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Possession of a Grade V Water Treatment Operator's Certificate issued by the State of California Department of Health Services.

**Physical Capabilities:**

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

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				√
Hearing				√
Standing/Walking				√
Climbing/Stooping/Kneeling		√		
Lifting/Pulling/Pushing		√		
Approximate Maximum Weight to Lift		50 Pounds		
Fingering/Grasping/Feeling				√
Describe Working Conditions	80 Percent Indoors, 20 Percent Outdoors			