

4330

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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12/19/05

Revised

**TITLE: UTILITIES WATER SYSTEMS OPERATIONS MANAGER**

**DEFINITION**

Under general direction, to plan, direct, supervise, and review the activities of the Water Production and Operations Section; to provide professional and technical staff assistance; and to do related work as required.

**EXAMPLES OF DUTIES**

- Recommend, develop and implement goals, objectives, policies and priorities.
- Supervise, coordinate, and review all water system operation activities including Domestic Water and Irrigation system. Determine scope of projects; review plans and specifications for major projects; make operational decisions on water production, basin management, and coordinate through subordinate supervisors the construction, maintenance and repair of operational facilities; and establish technical criteria and standards.
- Assist subordinates in the solution of difficult engineering, construction, operating, and maintenance problems.
- Assist Division head in explaining and interpreting division policies, problems and proposals to city officials, other agencies and the general public.
- Administer ground water basin management, water rights, assessments, and taxes.
- Establish and review system operation criteria.
- Assist in the selection and supervision of professional consultants.
- Coordinate Water Production and Operation Section activities with other city divisions, and sections and with outside agencies.
- Prepare a variety of reports, correspondence and special studies.
- Respond to difficult citizen inquiries and complaints.
- Supervise and participate in the preparation and administration of the Section budget.
- Select, supervise, train and evaluate technical and professional subordinates.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of civil engineering as applied to water systems and water utility management.
- Methods, materials, techniques and equipment used in the construction, operation and maintenance of a water utility.
- Applicable regulatory codes and laws related to the development, construction and operation of a water utility.
- Occupational hazards and safety precautions necessary in the work.
- Recent developments, current literature and sources of information regarding water utility engineering and operation.

- Principles and practices of Water Production and Water treatment.
- Principles and practices of organization, administration, budget, and personnel management.

**Ability to:**

- Plan and direct the activities of a large number of supervisory and skilled personnel.
- Work procedures and project priorities in a manner most conducive to the efficient operation of the water system.
- Understand and interpret engineering plans and work orders and to develop estimates therefrom.
- Supervise preparation of reports and maintenance of record systems.
- Work under emergency conditions and respond to calls any time during a 24 hour period.
- Select, supervise, train and evaluate subordinates.

**Experience and Education**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be three years supervisory experience in the construction and/or maintenance and repair of water systems or the operation, production, and maintenance of water pumping, treatment and storage facilities and equipment.

**Necessary Special Requirement**

Possession of or ability to obtain an appropriate, valid California motor vehicle operator's license.

Possession of or ability to obtain within one year, a valid Water Treatment Facility Operator's Certificate of the appropriate grade issued by the California State Department of Public Health; a valid Water Distribution Certificate of the appropriate grade issued by AWWA; a Backflow Tester's Certificate issued by the Riverside County Health Department.

**Medical Examination Category:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Utilities Water Systems Operations Manger

**TO:**