



City of Woodland

---

## WATER SYSTEMS ADMINISTRATOR

### **DEFINITION**

To plan, direct, and supervise the Water Systems Operations; including pumping, storage, transmission, purification, treatment, and distribution of City water. Be responsible for all ASR wells, recycle water infrastructure, and act in a lead capacity representing the City's interests in other water operations such as the Woodland-Davis Clean Water Agency.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Public Works Director or designee. Responsibilities include direct and indirect supervision of assigned staff.

**EXAMPLE OF DUTIES** – The following are typical illustrations of duties encompassed by the job class (not an all-inclusive or limiting list):

- Plan, prioritize, assign, supervise and review the work of staff responsible for the pumping, storage, transmission, purification, and distribution of City water; oversee the operation of City water treatment facilities, pump stations and pipe lines.
- Directs water distribution operations to provide water supply to customers in accordance with City, State, and Federal standards, direct operations to provide treated recycled water to customers in accordance with City and State regulations.
- Ensure the proper management, operation, maintenance and repair of all City water systems.
- Develop and implement goals, objectives, policies, procedures, schedules, and work standards for the various operating workgroups within the Water Division.
- Participate in budget preparation and administration: prepare cost estimates for budget recommendations and submit justification for needed supplies, materials, equipment, repairs and new construction; monitor and control expenditures for all assigned Work Groups and areas of responsibilities.
- Develop and manage training programs for personnel in order to achieve continuity within the Division.
- Responsible for all applicable reports to the various governing boards to ensure continued compliance with State and Federal regulations.
- Respond to complaints and inquiries from citizens' regarding water quality.
- Participate in professional groups and committees and the general public regarding water, recycled water, surface water, ASR Wells, etc.
- Review and check plans for accuracy and conformance with City standards, codes, ordinances and Departmental requirements as they relate to areas of assigned responsibility.

- Work with various Divisions, Departments, and/or contractors on all water issues. This includes administrative coordination and oversight in the planning, design, construction and repair of water lines, and other public works; utilizing various field and office crews as assigned.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present in order to supervise and communicate essential information to other employees, as well as to satisfy shifting public service needs and business concerns.

## **OTHER JOB FUNCTIONS**

- Work with other Divisions/Departments on the selection and management of consultant contracts.
- Review and check plans for accuracy and conformance with City standards, codes, ordinances and Division/Departmental requirements as they relate to areas of assigned responsibility.
- Participate in the review of projects pre- and under construction; coordinate the activities of field and facility staff; resolve complaints and problems in the field between the assigned staff, contractors, the public, and/or other stakeholders.
- Manage and oversee documentation entered into the City's project and program databases and infrastructure management systems.
- Ensure timely and effective coordination between Engineering and Operations and Maintenance personnel.
- Represent the City in support of State and Federal funding programs. Assist with the process of obtaining grant funding for projects.
- Maintain cooperative working relationship with others; both internal and external to the City. Interpret and apply relevant codes, ordinances, rules, and regulations.
- Manage development of infrastructure master plans and system maintenance.
- Prepare, write, and present general correspondence, technical reports, statistical reports and Council Communications.
- Participate in the selection, supervision, training, and evaluations of assigned staff.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods and techniques of budget preparation and control.
- Principles and practices necessary in operation and maintenance of a California Department of Public Health designated D-5 community water system.
- Principles and practices of supervision, training, and performance evaluation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Oversee all State required sampling and reporting requirements including the required response(s) associated with water system contamination/permit violations.
- Operation, use and applications of computer systems and related software.
- Safety principles, practices, and procedures; and work safety and accident prevention programs as related to water system facilities.
- Budget development and expenditure control, including development of capital improvement plans.

- SCADA control systems and the data management needed for compliance with local, State and Federal regulations.
- State and Federal water rules and regulations governing the treatment and distribution of potable and recycled water, and related programs.
- Safety programs related to water facilities and the effective use, handling and disposal of hazardous chemicals associated with water treatment.
- Contract administration.
- Working knowledge of a Supervisory Control and Data Acquisition (SCADA) system.

**Skill to:**

- Plan, coordinate, manage and prioritize a variety of public works operations, maintenance, repairs, and replacement projects.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**Ability to:**

- Effectively train assigned staff in technical procedures, techniques, and related skills.
- Supervise and operate a California Department of Public Health Designated D-5 Community water system. Develop, maintain, and implement administrative rules, procedures, and budgets.
- Write clear and concise reports and correspondence.
- Develop and implement long-range programs and goals for the improvement of operations and facilities.
- Establish and maintain effective working relations with subordinates, contractors, regulatory agency personnel, the public, City staff, and others encountered in the course of assigned duties.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties for this position.
- Work independently and make appropriate decisions.

**Experience and Training:**

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

**Education:**

- Associate's Degree from an accredited college or university with major coursework in engineering, construction management, business, or public administration or a closely related field. Or, two years of operating a D-5 water system in a supervisory, chief or senior role. Supplemented by appropriate college classes
- A Bachelor's degree is highly desirable.

**Experience:**

- Four years of verifiable increasingly responsible and varied water programs experience including significant supervisory/management responsibilities.
- Treatment facility experience highly desirable.

**License or Certificate:**

- Possession of a valid California Driver's License.
- Possession of a current Grade-5 Distribution Operator Certificate issued by the California State Water Resources Control Board.
- Possession of a current Grade-2 Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.

**ADA COMPLIANCE**

- **Physical Ability:** Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.
- **Heavy Work:** Exerting in excess of 50 pounds of force occasionally, and/or in excess of 25 pounds of force frequently.

**Other Requirements:**

- **Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.
- **Environmental Factors:** May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.