



**ASSISTANT GENERAL MANAGER**

**NUMBER: 7005**

**EFFECTIVE: JUNE 2026**

**CHAPTER SEVEN – JOB DESCRIPTIONS**

**COMPENSATION:**

<b>Salary Pay Scale Assistant General Manager (07/1/26)</b>					
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Annual</b>	\$127,108.00	\$133,473.60	\$140,129.60	\$147,139.20	\$154,502.40
<b>Monthly</b>	\$10,592.33	\$11,122.00	\$11,677.47	\$12,261.60	\$12,875.20
<b>Hourly</b>	\$61.11	\$64.17	\$67.37	\$70.74	\$74.28

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**GENERAL PURPOSE**

Under general direction from the General Manager, the Assistant General Manager plans, organizes, oversees, manages, and directs the work of staff performing complex operations support, repair, and maintenance functions and activities related to all services provided by the Los Osos Community Service District. The incumbent operates within broad policy guidelines, exercises substantial latitude and discretion, provides highly responsible professional and technical support to the General Manager, and may act as the General Manager in their absence.

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**DISTINGUISHING CHARACTERISTICS**

This is an exempt management classification with significant responsibility for both District-wide operational and administrative oversight. The position involves advanced decision-making, program management, personnel supervision, and coordination with consultants, contractors, regulatory agencies, and the public. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the General Manager in a variety of areas. The classification is distinguished by a high degree of independent judgement and accountability for outcomes, and it may be required to work evenings, weekends, holidays, and respond to emergency situations. This position is classified as Fair Labor Standards Act (FLSA) Exempt.

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**SUPERVISION RECEIVED**

Receives direction from the General Manager.

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## **SUPERVISION EXERCISED**

Directly and/or indirectly supervises assigned professional, technical, operations, and administrative staff, including supervisory, operations, billing, and temporary or contract personnel, as assigned.

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Illustrative and not exhaustive)*

### Executive Leadership and Administration

- Assists the General Manager in the administration and management of District operations, programs, services, and strategic initiatives.
- Provides technical leadership for utility operations and capital improvement programs.
- Acts as General Manager in the General Manager's absence, as assigned.
- Attends Board of Directors and assigned advisory committee meetings; serves as staff liaison to the Utilities Advisory Committee.
- Represents the District before regulatory agencies, consultants, contractors, developers, community organizations, and the public.
- Assists in the development and implementation of District policies, procedures, standards, and administrative practices.

### Capital Projects, and Utility Operations

- Plans, directs, and oversees utility operations, capital improvement projects, customer service, and regulatory compliance activities, including supervision of assigned staff.
- Manages capital projects, including planning, environmental review, permitting, design, procurement, construction, and project closeout.
- Coordinates consultants, contractors, regulatory agencies, and District staff to ensure successful project delivery and regulatory compliance.
- Reviews development proposals and coordinates utility service requirements, inspections, annexations, service extensions, and related agreements.
- Supports long-range infrastructure planning, asset management, and utility system improvement efforts.

### Financial, Administrative, and Personnel Management

- Develops and administers departmental operating and capital budgets.
- Prepares and presents engineering, operational, financial, and regulatory reports to the Board of Directors and management.
- Plans, organizes, supervises, trains, mentors, and evaluates assigned staff.
- Participates in recruitment, employee development, succession planning, and organizational improvement efforts.

## Emergency Response and Other Duties

- Participates in emergency response, operational continuity, and disaster recovery activities involving District facilities and infrastructure.
  - Responds to after-hours emergencies and critical operational issues as required.
  - Maintains awareness of industry trends, technologies, regulations, and best practices relevant to public utilities, engineering, and local government administration.
  - Represents the District on committees, working groups, and professional organizations as assigned.
  - Performs other duties as assigned.
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## WORKING CONDITIONS

Work is performed in both office and field environments. Fieldwork may include exposure to utility facilities, construction sites, inclement weather, machinery, traffic, confined spaces, hazardous materials, chemicals, and moderate to loud noise levels. Availability outside normal business hours may be required to respond to emergencies or critical operational needs

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## PHYSICAL DEMANDS

May include sitting, standing, walking, climbing, bending, kneeling, lifting, carrying equipment and materials, operating vehicles and machinery, and sufficient vision, hearing, and speech to perform assigned duties safely and effectively.

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## KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of utility operations, infrastructure planning, construction, maintenance, and public agency administration.
- Project management, capital improvement planning, contract administration, and public works public works procurement.
- Water system operations, regulatory compliance, asset management, SCADA systems, and related utility technologies.
- Public sector budgeting, procurement, personnel management, and administrative practices.
- Applicable federal, state, and local laws, regulations, environmental requirements, and safety standards.

Skill in:

- Managing capital improvement and infrastructure projects.

- Contract administration, consultant management, and construction oversight.
- Budget preparation, financial analysis, and resource management.
- Utilizing utility operations, SCADA, and administrative management software and technology.

Ability to:

- Plan, organize, and manage utility operations, capital improvement, and administrative programs.
  - Analyze technical, operational, financial, and regulatory information and make sound recommendations.
  - Communicate effectively with staff, elected officials, consultants, regulators, contractors, and the public.
  - Establish and maintain effective working relationships and provide effective leadership and supervision.
  - Exercise sound judgment, initiative, and discretion in the performance of assigned duties.
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## **EDUCATION AND EXPERIENCE**

Any combination of education and experience that would provide the required knowledge and abilities, typically including:

- An Associate's Degree (Bachelor's Degree preferred) in civil engineering, environmental engineering, environmental studies, business administration, public administration, or a related field; and
  - At least seven (7) years of progressively responsible management experience, including at least two (2) years supporting the planning, design, construction, operation, or maintenance of water utility infrastructure. Candidates must have experience working for a municipal agency, special district, or other public-sector organization.
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## **LICENSES AND CERTIFICATIONS**

- Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record.
- Must possess California State Water Resources Control Board certifications (e.g., D2, T2, or higher) within 12 months of employment.