



UTILITY SYSTEMS MANAGER

NUMBER: 7200

CHAPTER SEVEN – JOB DESCRIPTIONS

EFFECTIVE: JULY 2020

COMPENSATION:

Salary Pay Scale Utility Systems Manager (7/1/20)					
	Step A	Step B	Step C	Step D	Step E
Annual	\$91,582.40	\$96,408.00	\$101,233.60	\$106,288.00	\$111,612.80
Monthly	\$7,631.87	\$8,034.00	\$8,436.13	\$8,857.33	\$9,301.07
Hourly	\$44.03	\$46.35	\$48.67	\$51.10	\$53.66
Professional Engineering License					
Annual	\$100,740.64	\$106,048.80	\$111,356.96	\$116,916.80	\$122,774.08

7200 - UTILITY SYSTEMS MANAGER

The Los Osos CSD (District) offers a 10% higher pay differential in salary to an employee in possession of a California Professional Engineer license upon the date of hire.

1. GENERAL PURPOSE:

The Utility Systems Manager will plan, organize, direct and review the activities of the District’s water, drainage operations and related storm water program activities. Manages, supervises and participates in a wide range of capital improvement, maintenance and repair related projects involving the District’s infrastructure for water and drainage facilities in accordance with all applicable regulatory operational, procedural and budget guidelines. Provides professional and technical assistance to outside management, staff and consultants.

2. DISTINGUISHING CHARACTERISTICS:

This is an advanced level supervisory management position with significant field and administrative responsibilities for planning and delivering program services, responding to emergency situations, and supervising personnel. Requirements may include evening, weekend and holiday hours and response to emergency situations. This position is classified as Fair Labor Standards Act (FLSA) Exempt.

The Utilities Systems Manager (District Engineer) will be responsible for all District utility operations, including administration of consultant and construction contracts, managing, planning, organizing, developing, directing and reviewing programs related to District’s drainage facilities and the water supply, production, treatment, storage, control, distribution, conservation, metering and customer service programs.

3. SUPERVISION RECEIVED

Receives administrative direction from the General Manager.

4. SUPERVISION EXERCISED

Supervises Water Resource Crew Leader and Utility Billing Specialist, indirect or direct supervision over Water Resource Operators and temporary and/or contract personnel, as assigned.

5. DUTIES AND RESPONSIBILITIES (Illustrative Only)

- Serves as a member of the District's management team and participate in the development and implementation of District goals, objectives, priorities, policies and procedures, project prioritization, and problem resolution.
- Manage and oversee the operations of utilities departments; monitor workload, output, and efficiency of operations; plans, schedules, supervises, reviews, trains, and evaluates the work of assigned staff; holds regular meetings with assigned staff to communicate expectations, receive feedback, resolve problems, and provide required resources for work assignments.
- Oversees the provision of contracted services; prepares specifications and requests for proposals; reviews bids and makes recommendations for contract award; administers and monitors consultant service agreements and public works contracts to ensure compliance.
- Complete and maintain a variety of records and reports including time and materials records, work reports, and cost records.
- Supervise, train, instruct, and motivate employees.
- Recommend and enforce safety requirements and inspect against those standards; assist in maintaining safety records.
- Represent the District in resolution of citizen inquiries and complaints and suggest corrective actions; study maintenance functions and recommend improvements; process and resolve employee grievances.
- Oversees and assumes responsibility for the District's asset management and inventory programs in collaboration with other District staff.
- Assists in development of Capital Improvement Program projects; prepare budget estimates and other staff reports.
- Evaluate staff's performance and prepare performance evaluation reports in a timely manner.
- Monitor maintenance, repair, and capital improvement budgets of project sites

to evaluate work progress, process, and quality; resolve work problems; determine additional needs; assure continuous support and follow-up.

- Keep informed of current trends and technology in areas of responsibility and apply to assigned functional area of responsibility.
- Provide oversight and evaluation of contractor's work and verify work performed and billing for payment of work performed.
- Attends Board of Directors and community meetings as required.
- Recommends District policies and implements programs and actions to maintain compliance with local, regional, state, federal laws and programs related to water quality, operations, and public health and safety.
- Coordinates projects with other agencies, teams, consultants, developers, and/or property owners; gives presentations to elected and appointed officials; responds to citizen inquiries and complaints, and takes appropriate action. Develop notification letters and other public information documents as appropriate.

6. ADDITIONAL DUTIES

- Monitors inter-governmental actions affecting Water Operations.
- Exhibits and practices support for management decisions. Exhibits a personal commitment to creating and sustaining a pleasant, cooperative, and productive work environment.
- Serves as member and/or leader of various committees or other assigned groups; assures coordination and cooperation.
- Represents the District in related professional organizations as appropriate.
- Performs other duties as assigned.

7. KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles and practices as applied to the field of water system design, construction, and operations; laws, codes, and regulations applicable to municipal utility operations; professional, technical, legal, and financial problems involved in municipal programs and projects.
- Skilled in; project management techniques including scheduling, budgeting, enforcement of contract articles, documentation and good contractor-owner relations; cost estimating for public works type projects; specification writing for

construction projects; and plan preparation and development for construction projects.

- Ability to establish and implement goals, objectives, procedures, and priorities; administer the work of multiple functions of the utilities operations organization; prepare and present statistical and descriptive reports; develop and monitor complex capital and operating budgets; provide sound customer service; provide accurate and thorough oral presentations to the public; operate a computer and applicable software; write clear and meaningful correspondence to convey ideas in non-technical terms and to provide technical documentation to back-up recommendations.

8. EDUCATION/EXPERIENCE

An Associate's Degree (undergraduate degree preferred) with major coursework in engineering, public administration or other utility-related studies or a field related to the work which will have provided the required technical knowledge;

And;

Four years of experience in the design, operations and/or maintenance of water distribution and drainage systems including two years at a supervisory capacity or higher

Or,

Have six years of experience in water, drainage and/or utility design, operations or maintenance, three years of which must have been in a supervisory capacity.

Or,

An equivalent combination of education and experience.

9. LICENSES/CERTIFICATES

Valid California Driver's License at time of application AND possession of a D1 and a T2 Certificate.

California Professional Engineer License

Individuals in possession of a California Professional Engineering license qualify for a 10% higher pay differential on each of the five salary steps in this job classification.