



Job Classification:	Construction & Maintenance Manager
Representation:	Management and Confidential Unit
Wage Schedule Range:	27
FLSA:	Exempt
Effective Date:	July 1, 2020

Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

This single position classification shall plan, organize, and provide administrative direction and oversight for the District's water distribution, wastewater collections systems, construction and meter reading functions. An incumbent in this position will assist the Director of Operations on regulatory compliance support, budgetary planning and administration, cost control, and general management issues of the departments; assure the department is meeting applicable laws, regulations and District policies; provide expert professional assistance to the Director of Operations; responsible for the enforcement of the District's IIPP and training program of assigned departments. The Maintenance Manager will also play an important role in facilitating coordination across District departments with an emphasis on quality customer service and responsiveness to customer requests, applications, and complaints.

Supervision Received and Exercised

General direction is given by the Director of Operations. Direct and general supervision is exercised to Senior Distribution Workers, Senior Collection Worker, Senior Construction Workers, and Meter Readers. General supervision may be exercised to Administrative staff of the Operations Department. May have lead responsibilities over multidisciplinary teams for a specific task or project.

Essential Duties - The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

- Coordinate with area/department supervisors to ensure the efficient daily operation and maintenance of the distribution system and associated appurtenances, wastewater collections system and associated appurtenances, construction crew efforts, and meter reading duties. Utilize, improve, and assist staff in the effective use of the District's Maintenance Management System through work orders and data analysis.
- Conduct regular inspections of the distribution system, pump stations, wastewater collections system, and lift stations, including safety and security needs.

- Interact orally and in writing with local, state, and federal regulatory compliance personnel on permitting and compliance issues; conduct site visits of District facilities and assist with preparation of responses to inquiries/notices from local, state, and federal agency personnel.
- Update Sewer System Maintenance Plan (SSMP) as needed and as required by the State Water Resources Control Board.
- Prepare detailed and concise analytical reports on operational and maintenance changes and results obtained.
- Coordinate the interpretation, communication, implementation, and training of applicable environmental, legal, regulatory, and program requirements to staff.
- Coordinate with staff to create and/or update standards of operating procedures.
- Present to staff, the Board, and the public information on environmental and regulatory compliance needs as-needed to enhance understanding and resolve problems.
- Assist in representing the department and the District in meetings with the Board of Directors, committees, governmental agencies, members of business/industrial groups, and the public.
- Participate in professional associations representing the water and wastewater industry to ensure current knowledge of upcoming regulatory proposals.
- Assist in the creation, implementation, and administration of District goals, objectives, policies, procedures and work standards for the department.
- Participate in and provide input for the District's capital improvement program, including assisting the engineering department in determining infrastructure needs and provide project oversight as needed.
- Contribute to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal and regulatory requirement and District needs relative to field operations.
- Assist in the development and planning of the Operations department budget; assist in budget implementation, participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget,
- Supervise, interact, and motivate staff to ensure adherence to District policy, procedures, and regulatory programs; conducts at a minimum yearly performance evaluation for Senior Distribution Workers, Senior Collection System Worker, Senior Construction Workers, and Meter Readers.
- Participates in staff selection, assists in training and professional development of assigned staff; recommend discipline when necessary; confer with others in Management relative to personnel actions to provide policy guidance and interpretation to assigned staff.
- Monitor changes in laws, regulations and technology that may affect assigned areas of operation; implement procedural changes as required to meet legal requirements.
- Develop, plan, maintain, administer, and enforce District programs, policies, and procedures related to maintaining a safe and healthy work environment in compliance with Federal and State Occupational Safety and Health Administration (OSHA) rules and regulations including District's IIPP, safety manual, Safety Committee, training program,

safety inspection of facilities and disaster preparedness plan.

- In coordination with Human Resources, and the Operations Department Admin Tech, manage training record database and compliance; assist with the injury investigations and management of medical treatment under the District's Workers Compensation program.
- Work with the District's Purchasing Agent to provide assistance in the research of new sources for vendors; obtain bids and price quotes from vendors through informal and formal requests for proposals (RFP).
- Perform a variety of procurement and purchasing-related duties as needed; review and monitor receipts, purchase orders, and requisitions for accuracy; respond to inquiries and clarify information regarding the purchasing process; monitor contracts to ensure compliance with purchasing requirements and District policy.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

Qualifications - Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Knowledge of:

- Principles and practices of the development, operation, maintenance, and management of water distribution and wastewater collection systems and related facilities.
- Overall knowledge of the District's Engineering Standards and Specifications. Overall knowledge of general construction practices.
- Federal, State, and local laws, rules and regulations governing distribution and collections systems.
- Administrative principles and practices, including goal setting, program development, budget development and administration, effective personnel management, and techniques for effectively presenting concepts, costs, and activities to staff, technical groups, and the public.
- Current and new work methods, techniques, technologies, equipment, and programs used in the operation and maintenance of treated water and wastewater infrastructure.
- Pertinent State, Federal and local laws, ordinances, rules and regulations pertaining to workplace safety.
- Techniques for developing and conducting safety training programs; safety policy development and implementation.
- Current Confined Space Entry and Trench and Shoring safety requirements.
- Principles and practices of conducting workplace accident investigations.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs for word processing and spreadsheets.

- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.
- Principles of personnel management including supervision, work planning, training, employee development and annual performance evaluations.
- Principles of construction management, including OSHA and other safety requirements, construction contract award and management, appropriate staffing assignments to maximize efficiency, and effective communication skills with co-workers as well as with contractors, regulatory agencies, other utilities and local agencies, and the public at large.

Ability to:

- Analyze, evaluate, and communicate complex environmental and other regulations covering water and wastewater infrastructure.
- Coordinate District resources in a multi-disciplinary approach.
- Develop, control and administer departmental budget and expenditures; perform cost control measures; and prepare budget/cost related reports.
- Knowledge and use of database searching tools to explore regulatory and legal documentation maintained on-line by various federal, state, and local agencies.
- Analyze problems and recognize unusual, inefficient or dangerous operating conditions and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Implement goals, objectives, policies, procedures, work standards and internal controls for the department.
- Organize, direct, supervise, train, motivate, coach, and evaluate assigned personnel.
- Interpret and consistently apply State, Federal, and District policies, procedures, rules and regulations.
- Read and interpret plans, specifications and diagrams used in the design and construction of District infrastructure applicable to the Distribution and Collections systems.
- Be available to respond to emergency situations occurring in the Distribution and Collections systems during non-business work hours.
- Maintain a high level of confidentiality with discretionary knowledge.
- Exercise leadership, authority, and management tactfully and effectively.
- Safely operate a motor vehicle and other work-related equipment and tools.
- Use a computer, tablet, smartphone, etc. and related software programs for reports, preventive maintenance, and personnel duties.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.

- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, fax machine, and laminator.
- Operate a computer and/or tablet for the effective operation of the Department including word processing, database, spreadsheet, presentations, e-mail, internet and an integrated accounting software package.
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public in one-to-one and group settings.
- Be adaptable to performing under varying levels of stress; and to deal with people beyond giving and receiving instructions.
- Recognize and resolve conflict situations in the work place, including planning for them, solving them when they occur, and communicating outcomes reached.
- Provide leadership and management of the department through coaching and facilitating employees working in a team environment.

Education and Experience - Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:

- High school graduate or equivalent is required.
- Graduation from an accredited college or university with major course work in Business Administration, Public Administration, Environmental Science, Engineering Management or related field is desirable.
- A minimum of six (6) years of water/wastewater facility operation experience, including four (4) years of progressively responsible experience managing regulatory issues and administrative analytical responsibilities in the public sector environment.
- Four (4) years of supervisory responsibility is highly desirable.

Licenses and Certifications

- Valid California Driver’s License issued by the California Department of Motor Vehicles, or the ability to obtain, and a satisfactory driving record.
- Grade 4 Water Distribution Operator Certification from the California Department of Health or the ability to obtain one within 18 months of employment.
- Grade 4 Collection System Maintenance Certification from California Water Environment Association (CWEA) or the ability to obtain one within 18 months of employment.

Physical Requirements

While performing the duties of this job, the employee is regularly required to walk long distances, stand, sit; exert considerable physical effort involving stooping/kneeling, pushing/pulling, climbing/balancing, lifting/carrying, bending, and performing other similar actions during the

course of the workday. Incumbents require sufficient mobility to work in a field setting with exposure to a variety of weather conditions, slippery and uneven surfaces. While performing the job duties the incumbent may be required to operate hand tools and equipment and transport materials and supplies weighing up to 95 pounds; use fine and gross motor coordination in using numerous maintenance, power, and hand tools, and equipment and machinery; reach with hands and arms; travel regularly by vehicle for District related duties; use standard office equipment such as computers, tablets, copiers, and FAX machines; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Work is generally carried outdoors in various field locations throughout Calaveras County. Routine field visits requiring the operation of a motor vehicle and working from your vehicle are required. Occasionally traversing uneven terrain and inclement weather on foot or in a vehicle will be required. An incumbent in this position will be exposed to weather extremes of heat and cold, allergens, high level of noise, fumes or airborne particles, and toxic or caustic chemicals. Work may also be carried out in a typical office setting with temperatures occasionally too warm or too cold, moderate to high noise levels and under various lighting conditions.

Additional Requirements:

- 18 years of age.
- Eligible to work in the United States.