

CITY OF  
SIMI VALLEY

**ASSISTANT WATERWORKS SERVICES MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under administrative direction, assists in the management, supervision and coordination of the activities and operations of the Waterworks Services Division within the Public Works Department including water distribution system operations and maintenance, meter reading, water billing and customer service; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Deputy Director/Waterworks Services.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents 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 business needs and changing business practices.*

1. Assist in the management, supervision and coordination of the activities and operations of the Waterworks Services Division including operation and maintenance of the water distribution system, meter reading, water billing and customer service; ensure adequate water supply for the City.
2. Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Coordinate and review the work plan for operations and maintenance staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Review plans for development and capital improvement projects; evaluate the location of water tanks, fire hydrants and water meters.
6. Attend preconstruction meetings to discuss technical issues and ensure district standards are enforced; coordinate with public works inspectors to review capital construction projects daily.
7. Operate and maintain the City's water distribution system including tanks and reservoirs.
8. Operate and maintain the City's groundwater dewatering well system; make long-range recommendations for future pumping facilities.
9. Oversee and maintain the Supervisory Control & Data Acquisition (SCADA) system including installation of SCADA electrical devices and software; design and update database and graphic computer systems as necessary.
10. Develop bid specifications for projects and the purchase of equipment.

11. Participate in the selection, training and evaluation of operations and maintenance personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
13. Serve as the liaison for the Waterworks Services Division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
14. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
15. Provide responsible staff assistance to the Deputy Director/Waterworks Services.
16. Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to Waterworks Services Division programs, policies and procedures as appropriate.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of water distribution system operations, maintenance and development.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Operational characteristics, services and activities of a comprehensive municipal water distribution and customer service program.  
Principles and practices of water system development, operation and maintenance.  
Methods and techniques of bid specification writing for projects and equipment.  
Methods and techniques of SCADA system functions and design.  
Technical operation and maintenance of modern electronic devices.  
Principles of supervision, training and performance evaluation.  
Office procedures, methods, and equipment including computers and applicable software applications.  
Occupational hazards and standard safety practices.  
Pertinent federal, state and local laws, codes and regulations.

#### **Ability to:**

Participate in the management of a comprehensive water operation and distribution system.  
Direct and coordinate the work of lower level staff.  
Participate in the development and administration of division goals, objectives and procedures.  
Ensure adequate water supply for the City.  
Develop bid specifications for projects and the purchase of equipment.  
Read and review engineering plans and specifications.  
Prepare clear and concise administrative and financial reports.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.  
Operate office equipment including computers and supporting software applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, water science, environmental science, public administration or a related field.

**Experience:**

Four years of increasingly responsible water system operation, maintenance and development experience including one year of administrative and supervisory responsibility.

**License or Certificate:**

Possession of, and ability to maintain, a Grade D5 Water Distribution Operator certificate.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Office and field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, and inclement weather conditions.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment; walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.