

## **DEPUTY DIRECTOR OF FIELD SERVICES**

### Definition:

Under direction of the Director of Field Services, to plan, organize and direct activities relative to the delivery of water throughout the Agency's water system and perform related duties as required.

### Distinguishing Characteristics:

This class is at the Mid-Manager level and responsible for measurement, control, operation and maintenance of wells, canals, pipelines, reservoirs, and related appurtenances and supplies. In addition, this class may be assigned responsibility for the maintenance of Agency vehicles and equipment and warehousing various supplies. Incumbents report to the Director of Field Services and supervise administrative, professional, technical and clerical personnel as assigned. The duties of the class are performed both in an office setting and outdoors, including inspection of facilities, construction or development sites. Employees are required to stand, walk on uneven terrain, climb and balance, operate variety of equipment, sit for long periods, and lift up to 55 pounds. May have to stoop, crouch or crawl occasionally. Vision requirements include close vision, distant vision, and peripheral vision, depth perception and ability to adjust focus.

### Examples of Duties:

- plans, organizes, directs, conducts and supervises the maintenance, measurement, regulation and distribution functions of the Agency's water system;
- determines work procedures and schedules;
- assigns work and reviews for correctness and conformance to policy and procedures;
- collects and maintains hydrographic, hydrologic, and stream gauge records;
- assists in the long range planning program of general improvements of Agency facilities;
- determines availability of water in Agency system;
- may meet and confer with property owners in matters relating to water;
- prepares and administers departmental budget;
- assists in formulating Agency rules, regulations and policies;
- reviews department policies, procedures and practices to improve safety, efficiency and effectiveness;
- coordinates work with other departments and agencies;
- maintains cooperative working relationships with and among staff, vendors, and other governmental/private agencies;
- may settle grievances, take appropriate disciplinary actions and evaluates staff;
- oversees project management for the construction of various Agency projects;

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- estimates costs of various projects;
- coordinates with various governmental agencies on dam safety, federal and state safety and health regulations, environmental regulations, hazard and emergency response;
- maintains appropriate records, drawings and maps;
- responds to public or other inquiries;
- evaluates issues and options and makes recommendations;
- interviews, hires and supervises employees subject to approval by the Director;
- inspects facilities and projects;
- train subordinate staff;
- makes presentations to the Board of Directors;
- may act for the Director of Field Services in his/her absence;
- assists in preparing and administering grants, agreements and contracts relating to water resources, rights, operations, sales and distribution;
- attends special committee meetings;
- reviews and checks engineering plans prior to construction and submits comments;
- coordinates emergency responses to incidents which could affect the water supply and distribution system.

### Qualifications:

### Knowledge of:

- the administration of water distribution systems;
- water operation, water flow measurement, maintenance, construction and distribution techniques and procedures in both domestic and agricultural water facilities;
- methods, techniques and instruments used in collecting hydrographic data;
- modern management techniques and principles;
- budget preparation and administration;
- federal, state and local regulations, laws and statutes pertaining to water systems;
- safe working procedures;
- principles and practices of pipeline construction, fleet management, equipment maintenance, and warehousing;
- principles of cross connection control and backflow prevention.

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### Ability to:

- plan, organize and direct the work of subordinate staff;
- establish, maintain, and control a departmental budget;
- prepare a wide variety of technical written and oral reports including hydrographic data analysis;
- work cooperatively with others;
- effectively supervise the work of administrative, professional, technical and clerical staff;
- communicate effectively both orally and in writing;
- operate standard office equipment;
- conduct research, analyze problems, effectively present options and recommendations and implement adopted solutions;
- coordinate department efforts with other departments and agencies to achieve overall Agency goals and objectives;
- establish and maintain cooperative and effective working relationships.

### Education/Experience:

Sufficient training, education and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of the requirements for graduation from high school and two years of college course work in management, engineering, hydrography or construction technology or related field and six years of supervisory experience in public works or with a water utility or an equivalent combination of education and experience.

### License/Certificates:


Must possess and maintain a valid California driver's license with an acceptable driving record. Some positions may require certification as a Distribution Operator Grade D5. Possession of a D3 certification is preferred in all positions.

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Assistant General Manager

Dated: \_\_\_\_\_, 0000

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	Bargaining Unit		
	FLSA Exempt		
	Workers Comp Code		
	Class Code		
	Job Specification	Date	Range
	Established:		
Revised:			