

DIRECTOR OF FIELD SERVICES

Definition:

Under administrative direction of the General Manager, to plan, organize and direct activities relative to the delivery of water throughout the Agency's water system and performs related duties as required.

Distinguishing Characteristics:

This position is at the Department Manager level responsible for operation and maintenance of canals, pipelines, reservoirs and related appurtenances and supplies. In addition, this position is responsible for the maintenance of Agency vehicles and equipment. The incumbent reports to the General Manager and supervises administrative, professional, technical and clerical personnel as assigned. The duties of the position are performed mostly in an office setting. Some outdoor work is required, including inspection of facilities, construction or development sites. Employee is required to stand, walk on uneven terrain, climb and balance, operate various equipment with hands, sit for long periods, and lift 25 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 and supervises the maintenance, 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;
- maintains hydrographic and stream gauge records;
- assists in the long range planning program of general improvements of Agency facilities;
- determines availability of water in Agency conduits;
- 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 efficiency and effectiveness;
- maintains cooperative working relationships with and among staff, vendors, and other governmental/private agencies;
- settles grievances, takes appropriate disciplinary actions and evaluates staff;
- adjusts errors and complaints;
- oversees project management for the construction of various Agency projects;

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- 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 new employees;
- inspects facilities and projects;
- trains subordinate staff;
- makes presentations to the Board of Directors;
- may act for the General Manager in his/her absence;
- assists in preparing and administering agreements and contracts relating to water 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 water supply and distribution system.

Qualifications:

Knowledge of:

- the administration of water distribution systems;
- water operation, maintenance, construction and distribution techniques and procedures in both domestic and agricultural water facilities;
- modern management techniques and principles;
- budget preparation and administration;
- federal, state and local regulations, laws and statutes pertaining to water and supplies;
- safe working procedures;
- principles and practices of fleet management, equipment maintenance, and warehousing.

Ability to:

- plan, organize and direct the work of a water operations and maintenance department;
- establish, maintain, and control a departmental budget;
- prepare a wide variety of technical written and oral reports;

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- 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, recommendations and implement adopted solutions;
- coordinate department efforts with other departments and agencies to achieve overall Agency goals and objectives.

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 an accredited four-year college or university in civil engineering, public administration or business administration; and six years supervisory or managerial 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. Must possess and maintain a Grade III Water Distribution Certification within one year of employment.