

CITY OF BURBANK

MANAGER WATER PRODUCTION/OPERATIONS

DEFINITION

Under direction, to plan, direct, manage, supervise, coordinate, schedule, and review the activities of the Water Production/Operations section of the utility's Water Division consisting of production wells, booster stations, reservoirs, Metropolitan Water District of Southern California service connections, water treatment facilities, other agency system interconnections, and water quality laboratory; to provide responsible and complex administrative support; and to do related work as required.

ESSENTIAL FUNCTIONS

Supervises, coordinates, schedules, and reviews all domestic and reclaimed water system production, treatment, and operation activities; recommends, develops, and implements goals, objectives, policies, and priorities; makes operational decisions on water purchases, production and treatment; directs the maintenance and repair of production, treatment, and operational facilities; assists staff in the solution of difficult operating and maintenance problems; reviews plans and specifications for operating facilities; establishes and reviews technical operation criteria and standards; coordinates section activities with other City departments and outside agencies; manages the department's Security section; prepares a variety of reports, work/lab schedules, correspondence and special studies; supervises the sampling and water quality testing activities performed by section staff and the administration and coordination of water quality testing analyses by contract laboratories; manages the Cross Connection Control Program; responds to difficult customer inquiries and complaints; prepares and administers the section budget and participates in the preparation of the division budget; administers contracts with outside agencies, contractors, and vendors; supervises, trains, and evaluates employees; makes recommendations regarding hiring, promotions, and transfers; recommends disciplinary action as needed, up to and including termination; may act in the absence of the Assistant General Manager – Water Systems; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - water system maintenance, operation, and construction practices, methods, equipment, techniques, and materials; the basic principles of hydraulics; the principles and practices of water production and treatment; applicable regulatory codes and laws relating to the operation of potable and reclaimed water systems; water quality testing and reporting procedures; occupational hazards and safety precautions in the workplace; the principles and practices of organization, administration, budget, and personnel management.
- Ability to - plan, direct, and supervise employees engaged in water production/operation activities; develop and implement work procedures and priorities for efficient operation of the water system; understand and interpret engineering plans, equipment characteristics, operational data, and work orders; prepare reports and maintain records and files; perform mathematical calculations; communicate effectively, both orally and in writing; make presentations at a variety of boards and commissions; attend and participate in professional group meetings; work under emergency conditions and respond to calls any time during a 24-hour period; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to five years of recent experience in the production, treatment, operation, and maintenance of a water utility, including three years of supervisory and employee development experience as a Water Supervisor or equivalent.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; a valid Grade IV (T4) Water Treatment Operator Certificate and a valid Grade V(D5) Water Distribution Operator Certificate issued by the State of California Department of Health Services are required at time of permanent appointment.

SUPPLEMENTAL INFORMATION

None.