

# AMADOR WATER AGENCY

## SPECIAL MEETING

OF THE  
BOARD OF DIRECTORS OF THE  
AMADOR WATER AGENCY  
HAS BEEN CALLED BY THE PRESIDENT FOR  
October 1, 2018  
10:00 a.m.  
12800 Ridge Rd  
Sutter Creek CA 95685

**Public Notice:** Members of the public will have the opportunity to directly address the Agency Board of Directors concerning any item listed on this Special Meeting Notice before or during consideration of that item.

***There is a three-minute time limit per person.***

### 1. CALL TO ORDER

### 2. PERSONNEL MATTER

#### A. OPERATIONS MANAGER UPCOMING VACANCY

1. Discussion and possible action to approve the revised job description and salary for the Operations Manager position
  
2. Discussion and possible action to authorize staff to initiate the process of filling the Operations Manager position.

### 3. ADJOURNMENT

*In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, then please contact Cris Thompson at (209) 223-3018 or (209) 257-5281 (fax). Requests must be made as early as possible, and at least two-full business days before the start of the meeting.*

## AMADOR WATER AGENCY

**Job Title:** OPERATIONS MANAGER  
**Department:** Operations  
**Approved By:** General Manager  
**Approved Date:**  
**FLSA Status:** Exempt

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### SUMMARY

Under direction of the General Manager, responsible for planning, organizing and supervising the water, wastewater, canal, distribution, small hydroelectric, construction, instrumentation, information system and electrical functions of the Agency. The incumbent has broad management authority for the day-to-day operations of the Water Agency, as well as functional authority/responsibility for overseeing numerous activities related to the operation, construction, and maintenance of the Agency's water, wastewater, collections, distribution, transmission and related facilities. Responsible for management of work for providing contract services to other agencies for functions carried out by operations staff. Prepare reports and maintain all related records. Exercise considerable initiative and independent judgment in planning and supervising field and technical staff activities.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Prepare budgets for areas of responsibility (water, wastewater, distribution, instrumentation, electrical, construction, canal, hydroelectric); monitor and control expenditures; authorize purchases.
2. Respond to emergency situations; coordinate operations department staff as necessary.
3. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
4. Provide staff support to the General Manager and Board of Directors; prepare and present staff reports, assist in strategic planning, and other necessary correspondence.

5. Coordinates assigned activities with other departments and outside agencies.
6. Develops, plans and implements short and long term department goals and objectives; recommends and administers policies and procedures.
7. Directs, oversees and participates in the development of the Department's work plan, assigns work activities, projects and programs; monitors work flow; regulatory reporting and compliance; reviews and evaluates work products, methods and procedures.
8. Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
9. Directs and participates in regulatory reporting, compliance and negotiations with Federal, State, regional and local permitting and regulatory agencies; communicates and serves as resource to Agency staff and the Board of Directors regarding compliance issues.
10. Represents the Water Agency to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
11. Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
12. Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
13. Overall knowledge of the principles associated with water and wastewater facilities, including design, construction, permitting, controls, emergency response and regulatory requirements.

### SUPERVISORY RESPONSIBILITIES

Manages five (5) subordinate supervisors who supervise a total of up to 35 employees in the Water, Wastewater, Distribution, Instrumentation/ Electrical Systems and Construction Divisions. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises up to two non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from a four-year college or university; minimum of seven (7) years' experience in a position of operations, maintenance, or construction, including at least four (4) years' of management experience for a public agency; consideration may be given for equivalent combination of education and experience.

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### CERTIFICATES, LICENSES, REGISTRATIONS

Possess a State of California Grade 3 Water Treatment Certificate, a State of California Grade 3 Wastewater Certificate and a State of California Grade 3 Distribution Certificate and a State of California Collections Certificate, and a State of California Cross Connection Certificate or combination of above; higher grade certifications are highly desirable. Possession of a valid California driver's license and a continuing acceptable driving record.

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### OTHER SKILLS AND ABILITIES

Principles and practices associated with the operations and maintenance of a wide variety of facilities related to water treatment and distribution, wastewater collection and treatment, and construction activities. Principles and practices of facility planning, project management and

SCADA systems. Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal laws, rules and regulations. Plan, direct and control the administration and operations of the Water Agency facilities. Prepare and administer department budget. Develop and implement department policies and procedures. Gain cooperation through discussion and persuasion. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Interpret and apply regional, State, Federal, Agency and department policies, procedures, rules and regulations. Communicate clearly, both verbally and written.

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### **PHYSICAL DEMANDS**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools or controls; and talk or hear. The employee is occasionally required to walk; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

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### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required.*

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**Operations Manager  
September 2018  
Salary Recommendation**

AWA Current Salary Operations Manager	9,786/month
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<b>CCWD</b> Director of Operations	8,885 – 11,925
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<b>Fair Oaks WD</b> Operations Manager	9,194 – 12,412
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**Staff Recommendation:**

**Authorize the General Manager to hire an Operations Manager within the salary of \$9,000 - \$12,000/month based on qualifications and experience**