



Water Production Manager

DEFINITION

Under administrative direction from the Director of Operations and Maintenance, plans, organizes, and directs water quality support activities and the operation of District water treatment and blending facilities, pumping facilities, and related distribution and storage facilities; strategizes, monitors, and ensures District compliance with water quality standards and regulations; plans, schedules, supervises, and reviews the work of professional and technical staff engaged in technical operations support; represents the District at water industry and professional association meetings and with representatives of governmental and regulatory agencies, private firms, and industry groups on regional water quality agencies issues; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Water Production Manager is a single-position mid-manager classification. Under administrative direction, within a framework of overall goals and objectives, the incumbent oversees water quality and operations support activities and District plant operations and pumping activities. Responsibilities are broad in scope and require leadership and independent judgment on issues that are complex, interpretive, and evaluative in nature.

This classification is distinguished from other managers within the District by the specific responsibility for ensuring water quality compliance during operations and maintenance activities as well as ensuring water production activities are carried out in such a way to meet customer needs. This classification is distinguished from the Director of Operations and Maintenance in that the latter is a department head with overall administrative responsibility for all operations and maintenance activities of the District and provides direction to this classification.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Recommends and implements division goals and objectives; establishes operational standards and methods for water treatment and distribution system operations; develops and implements related policies and procedures.
- Oversees/conducts water system engineering studies; designs or pilot tests with emphasis on optimizing water treatment and water quality control processes; initiates and directs special studies and investigations to improve and maintain water treatment and production performance; reviews and provides input and direction to the work of consultants; develops implementation strategies and plans to meet more stringent regulations and customer requirements.
- Directs the preparation and periodic updates to the water quality monitoring program in collaboration with the Laboratory Services Supervisor, including special investigations; ensures implementation of quality assurance/quality control measures consistent with State certification requirements.
- Manages the water treatment and distribution systems regulatory compliance program;

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develops and maintains standard operation procedures for compliance; communicates with regulatory agencies; oversees the preparation of required documentation and permit applications, submitting required reports, responding to regulatory actions, and ensuring completion of follow-up measures, as needed.

- Manages the District-wide environmental compliance program; develop and maintains standard operating procedures; communicates with regulatory agencies, determining permitting requirements and developing compliance plans; oversees the preparation of permit applications and required documentation, education and training of staff, assurance of record keeping, submittal of reports, and response to regulatory action.
- Coordinates with engineering staff to evaluate the effectiveness of alternative treatment methods and reviews the design of treatment facilities; evaluates plant and distribution system operations and recommends and prioritizes upgrades, major modifications, and repairs of water treatment, distribution, and storage facilities.
- Prepares the annual budget request for the division; estimates staffing, equipment, materials, services, and equipment needs based upon recent trends and planned activities; monitors expenditures after budget adoption and approves purchase requisitions.
- Interviews and hires new staff; plans and evaluates the performance of supervisors and staff; establishes performance requirements and personnel development targets; regularly monitors performance and provides coaching for performance improvement and ongoing development.
- Represents the District at water industry and professional association meetings including those with governmental and regulatory agencies, private firms, and industry groups on regional water quality issues; stays informed about changing developments and technology in the field of water treatment plant operations.
- Prepares a variety of technical and administrative reports related to the operation of water production facilities; reviews and analyzes water chemistry and production data before submission of reports to the State.
- May function as a shift or chief operator, as defined by the State Water Resources Control Board Division of Drinking Water.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

Possession of a Baccalaureate degree from an accredited college or university with major course work in engineering, biology, chemistry, business, or a related field; and six (6) years of progressively responsible experience in the operation of water treatment plants and distribution

systems or in water quality planning and evaluation or environmental engineering, including three (3) years of lead experience directing the work of others in the field and one (1) year of supervisory experience. Completion of the District's Leadership Skills Training Program is required following hire. Supervisory experience strongly desired.

Current ACWD Employees: 75% completion of the District's Leadership Skills Training Program may substitute for one (1) year of supervisory experience. If the internal candidate has already completed the Leadership Skills Training Program, they do not need to complete the program for a second time if promoted.

Knowledge, Skills, and Abilities:

Knowledge of: principles, practices, and operational methods of water treatment, storage, and water distribution facilities; principles, equipment, and procedures of a water quality control and monitoring program; use of computerized process control equipment and instrumentation; modern principles and practices of effective employee supervision and personnel management; principles of training program design and adult learning methods; budget administration; relevant federal, state, and local laws and regulations related to water quality and environmental compliance; OSHA regulations, safe work practices, and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: plan, assign, and coordinate a comprehensive water quality control and monitoring program; water production and distribution system operations programs; interpret and explain policies and procedures to persons with varying educational backgrounds; analyze complex technical problems, evaluate alternatives, and reach sound conclusions; develop and implement work standards, policies, and procedures; plan, schedule, supervise, and evaluate the work of support staff; develop and implement effective staff training programs; understand and implement relevant laws, regulations, policies, and procedures; maintain detailed and accurate records; prepare clear and concise written reports; perform essential duties of the job without causing harm to self or others; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.

- Must possess a State Water Resources Control Board-Division of Drinking Water (SWRCB-DDW) Water Treatment Operator Certificate, Grade T-4, or a Professional Civil Engineer License issued by the State of California at time of appointment.

- Must obtain a SWRCB-DDW Water Treatment Operator Certificate, Grade T-5, within 24 months of appointment.

- Must obtain a SWRCB-DDW Water Treatment Operator Certificate, Grade T-3, within 18 months of appointment (applicable to appointee with a Professional Civil Engineer License only).

- Must obtain a SWRCB-DDW Water Distribution Operator Certificate, Grade D-5, within six years of appointment (applicable to appointee with Professional Civil Engineer License only).

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- Must possess a SWRCB-DDW Water Distribution Operator Certificate, Grade D-2, at time of appointment.

- Must obtain a SWRCB-DDW Water Distribution Operator Certificate, Grade D-5, within five years of appointment.

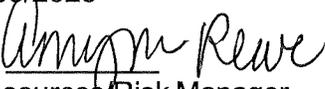
-Progression through the salary range will be predicated on the attainment of the required certifications and licensure listed here.

Working Conditions/Physical Requirements:

The essential duties of this classification are primarily performed in an office environment and periodically in the field with potential exposure to loud noise, hazardous chemicals, fumes and other environmental substances and require the ability to: sit for extended periods of time in front of a computer screen; use a telephone and computer keyboard on a daily basis; use finger dexterity and hand strength to perform fine manipulation and simple grasping; speak to verbally exchange ideas and information; hear to receive verbal detailed information; intermittently twist to reach equipment or supplies surrounding desk; periodically use feet and hands to operate a vehicle and climb ladders and stairs to inspect facilities; and frequently lift and/or carry objects weighing up to 20 pounds and occasionally up to 55 pounds

The essential functions of this classification require driving due to the need for frequent travel to water treatment plants, pump stations, reservoirs, field sites, meetings, and/or other agency facilities; transportation of time-sensitive/confidential materials, equipment, or water samples; and/or the ability to respond to emergencies, and service disruptions. Alternative transportation is not suitable due to security concerns, logistical challenges, and critical response time requirements.

Revised: 03/2025

Approved: 
Human Resources/Risk Manager