

TITLE: ASSISTANT TO THE DIRECTOR  
OF WATER TREATMENT & SUPPLY

CODE: 37775

GENERAL DESCRIPTION:

This is professional water utility operations work at the advanced level involving the management of technical services and providing administrative support to the Director of Water Treatment & Supply.

Work involves responsibility for planning and developing new programs to improve the efficiency of District water treatment and supply operations. Duties include directing a small technical staff involved in analysis and resolution of technical problems. This position also has the responsibility for making very difficult technical water utility operations decisions. This work requires that the employee have considerable knowledge, skill and ability in water treatment and supply operations, maintenance and administration.

SUPERVISION RECEIVED:

Works under the direction of the Director of Water Treatment & Supply.

EXAMPLES OF DUTIES:

Schedules, assigns, supervises and evaluates a small technical work group in decision, maintenance, regulatory compliance matters, capital planning, preparation of contract documents or reports and inspections.

Directs and participates in analyzing and developing solutions to a wide variety of production, processing, operational, maintenance and other technical problems in all types of systems. Assists in planning goals, and objectives.

Assists in controlling and monitoring water treatment plant performance, transmission line operations, and supply management during normal and emergency situations. Responds to emergencies on an as needed basis.

Coordinates the implementation of special projects and programs. Collects and evaluates data relating to workload criteria, system performance and system failures.

Assists in the review and development of the department's budget and the development of the District's capital improvement program.

Trains and counsels employees. Administers union contract language and oral warnings and recommends higher level discipline. Assists in employee selection. Assures safe work practices.

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## OF WATER TREATMENT & SUPPLY

Participates in consultant selection process, reviews qualifications, and prepares engagement contracts.

Performs related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of civil, mechanical and electrical engineering principles and practices as applied to water treatment and supply operations and hydro electrical operations.

Good knowledge of public administration principles and practices as applied to District operational departments and administrative procedures.

Considerable ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, other governmental agencies and customers.

Considerable ability in oral and written communications.

Good ability to administer policies and procedures including planning, decision-making, report development and writing.

Good ability to supervise others in a work unit.

### QUALIFICATIONS:

A Bachelor's Degree from a recognized college or university in civil engineering plus six years of progressively responsible experience in public works or utility engineering or maintenance experience including at least some experience in a lead or supervisory capacity.

### SPECIAL REQUIREMENTS:

Must have a valid driver's license.