



Water Replenishment District
4040 Paramount Blvd
Lakewood, CA 9071
(562) 921-5521 – www.wrd.org

The Water Replenishment District of Southern California Invites Applications for the Position of WATER OPERATIONS SUPERINTENDENT

Full-Time Position/ Salary Range Starts at \$90,000 Annually; Starting Salary will Depend on Qualifications

Under the general direction of the Assistant General Manager/Chief Engineer, the Water Operations Superintendent shall supervise, plan and coordinate the activities, operations, and maintenance of the Water Replenishment District of Southern California's (WRD or District) water infrastructure, including water production, treatment, and storage, water quality, and water distribution; ensure compliance with State, Federal and local regulatory requirements related to water operations; coordinate assigned activities with other departments, outside agencies (including contractors) and the general public; and provide highly responsible and complex staff assistance to the Assistant General Manager/Chief Engineer. The Water Operations Superintendent has oversight and contract performance of third-party operations' supervisory, professional, technical, and operation staff.

Essential Duties and Responsibilities:

This list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed.

- Directs water operations programs and staff consisting of third party contractors and manages projects and the administration of contracts for water production, water treatment, and the water distribution system.
- Prepares and manages the budget for water operation functions, including the preparation of forecasts and justification of funds required for personnel, equipment, materials and supplies for improved or enhanced services; and monitors and controls approved budget expenditures.
- Establishes goals, objectives, schedules and methods for water production, treatment, water quality, and water distribution including making strategic recommendations and assisting in the development of long-range plans; conducts special studies (e.g., feasibility studies) and analyses to determine areas of improvements and/or new programs.
- Participates in the preparation and submittal of detailed water quality and water production reports to various Federal, State and local regulatory agencies.
- Oversees efficient and safe work performance by monitoring work flows; reviewing and evaluating equipment, methods, and procedures, inspecting water system improvement projects; assisting engineering with the design of new water system installations/modifications; making critical decisions to resolve emergency conditions; and planning, organizing, and supervising (including contract management staff) new water construction projects.
- Administers agreements with consultants, engineers, contractors and vendors, including development of work scope, costs and detail sufficient to issue bids, requests for proposals, agreements and purchase requisitions; tracks all agreements and purchase orders; reviews and prepares invoicing; and acts as project manager including coordination and technical review of work products to ensure adherence to contract requirements.
- Provides technical guidance to hydrogeology and engineering consultants to ensure District's policies and objectives are met within the framework of regulatory requirements.
- Reads and interprets drawings, blueprints, and specifications; inspects completed capital improvement projects and water system infrastructure for compliance with plans, specifications, WRD policies, and other agency and regulatory requirements.
- Prepares, maintains, and presents maintenance and operations logs, progress reports, regulatory reports, and other special reports as requested, ensuring compliance with regulatory requirements.
- Prepares memoranda, letters, documents, copies, mailings, facsimiles, transmittal of electronic data as necessary for dissemination/presentation to the Board of Director, Committees, , department heads, other District employees, regulatory agencies, industry contacts, vendors, consultants, customers and other stakeholders; serves as the District representative in relations, negotiations, and information exchange with Federal, State, and local

regulatory agencies; and represents the District at public meetings to provide information related to water production, water distribution, treatment activities, etc.

- Ensures compliance with OSHA and other safety regulations by developing appropriate procedures, investigating and reviewing accidents involving operations personnel and equipment, and creating and monitoring corrective action plans.
- May supervise, train, and evaluate assigned personnel; recommend the recruitment and appointment of personnel; direct personnel training; participate in the correction of operational deficiencies; recommend and implement employee discipline.
- Performs related duties and responsibilities as assigned.

Knowledge of:

- Water treatment and distribution system methods, principles and practices including mechanical and electrical theory related to water treatment plants.
- Water management and planning issues, including meeting State mandated diversion goals, and planning, siting, and permitting of water facilities.
- Engineering and management principles of modern water utility, including water treatment and production, water distribution, and water quality.
- Chemical, physical, and biological processes involved in water treatment; water well design and construction technology; chemistry, microbiology and hydraulics.
- The operations, methods, materials, tools, equipment, and safety practices involved in the operation, maintenance, construction and modification of potable water treatment facilities, and storm water drainage systems.
- Water utilities, including familiarity with local and regional operations, for coordination of operations and long term planning.
- Laws, codes, rules and regulations pertaining to water treatment plant operations, water quality standards, and safety.
- Occupational safety and standard safety practices necessary in the area of water production, treatment, and distribution.
- A variety of computer software applications to include word processing, spreadsheets, database programs (GIS and Microsoft Access), SCADA, and CMMS.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs including program development and administration.
- Principles and practice of budget preparation and administration including establishing rates, conducting service cost analysis, and fee development.

Minimum Qualifications

Education, Training, and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- A Bachelor's degree, or equivalent college units, with major course work in chemistry, biology, water science, civil engineering, or a related field is highly desirable.
- Plus, six years of increasingly responsible experience in the management of water operations, maintenance, and regulatory compliance including water treatment facilities and related infrastructure, including two years of supervisory experience OR oversight of contract staff.

Licensing, Certification, and Registration:

- Possession of a Grade 5 Wastewater Treatment Plant Operator Certificate or T5 Water Treatment Operator Certificate issued by the California State Water Resources Control Board.
- Possession of a minimum Grade D3 Water Distribution Operator Certificate issued by the California State Water Resources Control Board.
- Possession and maintenance of an appropriate, valid California driver's license.

Benefits Overview:

The benefits provided to all full-time employees of the Water Replenishment District of Southern California include:

WRD pays the premium for medical, dental, and vision; includes medical expense reimbursements cost for employees (2017 amount = \$ 7,969) and dependents (2017 amount = \$4,792) ; includes vision reimbursement (2017 amount = \$ 1,602) annually per family, Vacation, holidays and sick leave; life, short-term and long-term disability insurance; retirement through the California Public Employee's Retirement System (PERS) with Social Security; deferred compensation plans (457(b) and a 401(a) plan with a \$.50 for each dollar contributed to a maximum of \$11,843 annually. Further benefit details can be provided upon request.

Selection Process: Applications will be reviewed in detail to identify the most qualified candidates to interview.

Application Procedure: To be considered for this exciting opportunity, candidates should apply through CalOpps.org. Please click on this link to Apply: www.calopps.org-Superintendent

Deadline to Apply: Open Until Filled

Additional inquiries about the position may be directed to Bruce Davis bdavis@rgs.ca.gov.

Neither Regional Government Services nor the Water Replenishment District of Southern California are responsible for failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing bdavis@rgs.ca.gov.

**THE WATER REPLENISHMENT DISTRICT OF CALIFORNIA
IS AN EQUAL OPPORTUNITY EMPLOYER**