EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Director of Operations

DEFINITION

Under policy direction, the Director of Operations plans, organizes, directs and reviews the activities and operations of the Operations Department including water and wastewater treatment, collection, distribution, hydroelectric generation, and construction; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management classification. The Director of Operations duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Operations Department, as well as functional authority/responsibility for overseeing numerous activities related to the operation, construction, and maintenance of the District’s water, wastewater, hydroelectric generation and related facilities. This is an at-will position under contract with the General Manager.

SUPERVISION RECEIVED AND EXERCISED

Policy direction is provided by the General Manager. Responsibilities include broad management authority over a large and diverse group of management, supervisory, professional, technical, and support positions whose incumbents perform the full range of operation, construction, and maintenance activities related to the District’s water, wastewater, and hydroelectric generation facilities.

EXAMPLES OF ESSENTIAL DUTIES: the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

Develops, plans and implements department goals and objectives; recommends and administers policies and procedures.

Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.

Directs, oversees and participates in the development of the Department’s work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Supervises and participates in the development and administration of the Operations Department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.
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Federal, District, and department policies, procedures, rules and regulations. Implement effective solutions to sustain operations of large water treatment, sanitation, and hydroelectric generation facilities. Stay abreast of and implement complex operational procedures and regulations. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy. On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Experience and/or Education:
Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:
Eight years of supervisory or higher-level experience that involved the operations and maintenance of a variety of types and sizes of water and/or wastewater treatment plants, wastewater collection systems, water distribution systems and pumping facilities, and hydroelectric generation; including three years in a management capacity.

Education:
Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, engineering, or a related field.

Substitutions:
Master’s degree in one of the above educational fields may substitute for one year of the required supervisory (not management) experience.

SPECIAL QUALIFICATIONS

License and Certificate:
Possession of, or ability to obtain, a valid California driver’s license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

[Signature]
Director of Human Resources
Established: 08/18/2009
Revised: 05/26/2010
FLSA: Exempt
Unit: Executive, Safety

5/26/10
Date