



## Job Classification

**Title: Chief Operations Officer**  
**FLSA Status: Exempt**  
**Job Code: 106**

### POSITION OVERVIEW

To manage, direct and coordinate the activities and operations of the District's water treatment facilities, pipeline transmission systems, pumping stations, hydroelectric stations, water quality laboratory, and related facilities and equipment; and to provide complex staff assistance to the Executive Staff and General Manager.

### OVERSIGHT

**Supervision Received:** Reports to the General Manager.

**Supervision Given:** Supervises the Compliance Specialist and Operations Supervisor. Oversees the activities of the Operations department.

### ESSENTIAL FUNCTIONS

- Assumes management responsibility for all Operations department functions.
- Manages, directs, and organizes Operations including water treatment and distribution, hydroelectric generation, and water quality laboratory management.
- Leads, plans, organizes, integrates, and evaluates the work of Department functions through assigned Operations staff by establishing goals and performance measures.
- Prepares memoranda and presentations on behalf of executive management to the Board of Directors and other audiences.
- Prepares the water operations budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Reviews and approves monthly meters reads and reviews and approves monthly billings

and invoices.

- Prepares the District's annual strategic plan with the executive management team.
- Negotiates and prepares agreements related to Operations projects and reviews and consults on agreements developed by other departments to ensure operational integrity.
- Participates in recommending the appointment of operations personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations.
- Recommends goals and objectives; assists in the development of policies and procedures and implements as required.
- Coordinates the operation and maintenance of District facilities and equipment; supervises the maintenance of time and material records; requisitions supplies and materials.
- Oversees the preparation and review of monthly bacteriological and water quality reports to the Department of Public Health; reviews and approves reports to the EPA; reviews new treatment and operations procedures and standards; implements new policies and procedures as required.
- Reviews capital improvement plans related to facilities.
- Represent and coordinate Operations activities with District departments, member agencies, elected officials, and external agencies.; specifically, those influencing MWD regarding matters that impact the District's Operations.
- Plans, develops and implements effective preventive maintenance programs for all District facilities and equipment.
- Inspects District water facilities and equipment for functionality.
- Ensures the adherence to safe work practices by operations personnel, coordinates training with the HR Manager, and utilization of all training opportunities.
- Perform on-call standby duty including responding to emergency situations, representing the District, and coordinating mutual aid programs.
- Serves as TVMWD's Quality Manager with the State Water Resources Control Board

Environmental Lab Accreditation Program division.

- Performs related duties as assigned.

## QUALIFICATION REQUIREMENTS

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

**Knowledge of:** Materials, methods, practices, and equipment used in maintaining and operating water treatment facilities, transmission systems, and hydroelectric stations; types and levels of activities generally performed in maintenance and repair programs for water treatment facilities, transmission/distribution systems, and hydroelectric stations; occupational hazards and standard safety precautions necessary in the work place; principles of electrical theory as applied to the operation and maintenance of hydroelectric generators; principles and practices of chemistry, biology, water quality sampling, laboratory testing, and analysis; record keeping and reporting methods; principles and practices of supervision, training and personnel management, budget preparation and administration; basic SCADA operations; and sludge collection/processing systems; writing and proper English language rules; common Microsoft business computer applications such as Word, Excel, PowerPoint, and the Internet.

**Ability to:** Plan, schedule, and supervise water operation activities, and personnel; organize, direct and implement a comprehensive water treatment and distribution system operations program; conduct studies, prepare comprehensive reports, and determine cost-effective ways for the operation of District facilities; manage the activities and operations of a water quality laboratory; supervise, train and evaluate assigned staff; prepare and monitor budgets; interpret and apply Federal, State and local policies, procedures, laws and regulations; keep records and make reports; communicate clearly and concisely, both orally and in writing; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task-orientation and follow-through in the approach to and completion of assignments; comply with District policies and safety requirements.

## EDUCATION AND EXPERIENCE

The Chief Operations Officer will possess a combination of education and experience equivalent to:

- Seven (7) years of increasingly responsible experience in the operation of water treatment facilities, hydroelectric generators, and a water quality laboratory including three (3) years of supervisory or lead responsibility
- Completion of the twelfth grade supplemented by specialized training in biology, chemistry, civil engineering, industrial technology, or a related field
- Bachelor's degree from an accredited college or university in a related field recommended

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 50 lbs. and heavier weights with the use of proper assistance.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle. Requires occasional air travel and overnight stays.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS**

### **Certificates**

- Possession of a valid Grade V water treatment certificate (T5) issued by the State of California.
- Possession of a valid Grade IV water distribution certificate (D4) issued by the State of California.
- Possession of a valid Grade I Water Quality Analyst Certificate issued by AWWA.

### **Licenses**

- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

### **Registrations**

- None

This job description has been revised and approved by all levels of management.

<b>Approved by:</b>	Matthew Litchfield
<b>Date last modified:</b>	3/2/23
<b>Date approved:</b>	3/21/23

I have received, reviewed, and fully understand the job description for Chief Operations Officer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.**