

CAMBRIA COMMUNITY SERVICES DISTRICT
UTILITIES MANAGER

DEFINITION

Under the direction of the General Manager, the Utilities Manager is responsible for the supervision of all District utility functions, including administration of consultant and construction contracts, managing, planning, organizing, developing, directing and reviewing programs related to CCSD water supply, production, treatment, storage, control, distribution, conservation, metering and customer service programs; and wastewater collection, treatment, and reclamation programs. The Utilities Manager provides professional services to the District relating to the planning, design and construction of the District's capital improvement program and for any studies, analyses, investigations, or technical assistance required in the operation of the District or for providing reports and information to regulatory agencies and as directed.

SUPERVISION RECEIVED/EXERCISED

The Utilities Manager receives administrative direction and job assignments from the General Manager. The Utilities Manager exercises direct supervision and management of the Water and Wastewater Departments and the Management Analyst.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and oversees operations of utilities departments; monitors workload, output, and efficiency of utilities operations; plans, schedules, supervises, reviews, trains, and evaluates the work of assigned staff; holds regular meetings with assigned staff to communicate expectations, receive feedback, resolve problems, and provide required resources for work assignments.
- Responsible for oversight of CCSD permit compliance including water rights permitting, water supply treatment and distribution requirements, and wastewater treatment and discharge permit requirements established by regional, state, and federal regulatory agencies, and interprets policies and procedures established by regulatory agencies.
- Oversees the provision of contracted services; prepares specification and requests for proposals; reviews bids and makes recommendations for contract award; administers and monitors consultant service agreements and public works contracts to ensure compliance with contractual obligations and approved budgets.
- Analyzes the District's needs, and develops and prioritizes projects for the capital improvement program; presents findings and recommendations to the General Manager; provides project management and construction management for capital improvement projects; enforces design standards, construction plans and specifications, adherence to project and construction schedules, compliance with

Addendum 1C: Exhibit A

project budgets including change-order review and recommendations, and recommendation of approval of contract payments based on progress of the work.

- Oversees and assumes responsibility for the District's asset management program in collaboration with the Finance Manager and supervisory staff in the utilities departments.
- Provides engineering analysis and reports as directed by the General Manager; may make presentations of findings and recommendations as required; supervises and participates in the preparation of monthly reports to the General Manager covering activities within engineering and utilities departments.
- Oversees the District's permit and conservation programs, including issuance of Intent to Serve letters and management of the retrofit points bank.
- Manages preparation of the CCSD's budget and financial planning as it relates to engineering, utilities operations and capital improvements; reviews Water and Sewer fund revenue and expenditures and works with the Finance Manager to recommend appropriate adjustments to rates and fees based on established CCSD policy.
- Represents the CCSD in work with other agencies and organizations to promote regional program development, including the Integrated Regional Water Management program and the Water Resources Advisory Committee.
- Keeps abreast of current engineering principles and practices, technology, regulations and literature that apply to the District's operations and projects.

OTHER DUTIES AND RESPONSIBILITIES

- Attends Board of Directors and community meetings as required.
- Reviews reports and other documents submitted by subordinates or other District personnel for completeness and accuracy.
- Responds to public inquiries regarding projects, plans and District policies.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of: utility operation principles and practices as applied to the field of public works, including water and wastewater system design, construction, and operations; laws, codes, and regulations applicable to municipal utility operations; professional, technical, legal, and financial problems involved in municipal engineering programs and projects.
- Skilled in: construction methods and practices; project management techniques, including scheduling, budgeting, enforcement of contract articles, documentation and good contractor-owner relations; cost estimation for public works type projects; specification writing for construction projects; and plan preparation and development for construction projects.
- Ability to: establish and implement goals, objectives, procedures, and priorities; administer the work of multiple functions of the utilities operations organization; prepare and present statistical and descriptive reports; develop and monitor complex capital and operating budgets; provide sound and responsive customer

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service; provide accurate and thorough oral presentations to the public; operate a computer and applicable software; write clear and meaningful correspondence to convey ideas in non-technical terms and to provide technical documentation to back-up recommendations.

REQUIRED QUALIFICATIONS

- Experience in the field of wastewater or water systems.
- Licensed to drive a motor vehicle in the State of California.
- A minimum of five years of supervisory or management work for assigned staff members, and in the design and construction of a variety of public works projects.
- Bachelor's degree, preferably in engineering, business or public administration.