



City of Woodland

UTILITY ADMINISTRATOR

DEFINITION

To plan, direct, and manage the Water Distribution, Water Storage, Wastewater Collection and Storm Drainage Systems Operations; including wells, storage, transmission, treatment, distribution of City water, sewage collection, storm drainage infrastructure. Act in a lead capacity representing the City's interests in other operations. May act as the designee on collaborative agreements such as the Woodland-Davis Clean Water Agency, or other Joint Powers Authorities (JPA).

SUPERVISION RECEIVED AND EXERCISED

The Public Works Director or designee provides general direction. Responsibilities include direct and indirect supervision of assigned staff.

EXAMPLE OF DUTIES – The following are typical illustrations of duties encompassed by the job class (not an all-inclusive or limiting list):

- Plan, prioritize, assign, supervise and review the work of Public Works staff responsible for the pumping, storage, transmission, treatment, and distribution of City potable water, recycled water, wastewater collection, storm systems and their related infrastructure.
- Directs potable and recycled water distribution, sewer collection and storm runoff operations to provide service to customers in accordance with City, State, and Federal standards.
- Ensure the proper management, operation, maintenance and repair of all the City's collection and distribution systems.
- Develop and implement goals, objectives, policies, procedures, schedules, and work standards for the various operating workgroups within the Utility Divisions.
- Participate in budget preparation and administration: prepare cost estimates for budget recommendations and submit justification for needed supplies, materials, equipment, repairs and new construction; monitor and control expenditures for all assigned Work Groups and areas of responsibilities.
- Develop and manage training programs for personnel in order to achieve continuity within the Utility Divisions.
- When applicable, coordinate with Utility Engineering for all pertinent reports to the various governing boards to ensure continued compliance with State and Federal regulations.
- Respond to complaints and inquiries from citizens' regarding water quality, sewer Collection and storm runoff issues.
- Participate in professional groups and committees and the public regarding water, recycled water, surface water, aquifer storage and recovery (ASR) wells, sewer collections, storm runoff, etc....

- Review and check plans for accuracy and conformance with City standards, codes, ordinances and departmental requirements as they relate to areas of assigned responsibility.
- Work with various Divisions, Departments, and/or contractors on all wet utilities. This includes coordination with Utility Engineering in the planning, design, construction and repair of the City water, sewer and storm infrastructure, and other public works; utilizing various field and office crews as assigned.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that employee must be present in order to supervise and communicate essential information to other employees, as well as to satisfy shifting public service needs and business concerns.

OTHER JOB FUNCTIONS

- Coordinates with other Divisions/Departments on the selection and management of consultant contracts.
- Review and check plans for accuracy and conformance with City standards, codes, ordinances and Division/Departmental requirements as they relate to areas of assigned responsibility.
- Participate in the review of projects before, during and after construction; coordinate the activities of field and facility staff; resolve complaints and problems in the field between the assigned staff, contractors, the public, and/or other stakeholders.
- Manage and oversee documentation entered into the City's project and program databases and infrastructure management systems.
- Ensure timely and effective coordination between Engineering and Operations and Maintenance personnel.
- Ability to work collaboratively with other Departments/Consultants in the City in support of State and Federal funding programs. Assist with the process of obtaining grant funding for projects.
- Maintain cooperative working relationship with others both internal and external to the City. Interpret and apply relevant codes, ordinances, rules, and regulations.
- Works collaboratively with other Departments on the management of and development of infrastructure master plans and system maintenance.
- Prepare, write, and present general correspondence, technical reports, statistical reports and Council Communications.
- Participate in the selection, supervision, training, and evaluations of assigned staff.

QUALIFICATIONS

Knowledge of:

- Methods and techniques of budget preparation and control.
- Principles and practices necessary in operation and maintenance of California State Water Resource Control Board (SWRCB) Community Water Systems.
- Principles and practices necessary in operation and maintenance of a community wastewater and collections systems.
- Principles and practices of supervision, training, and performance evaluation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Understand State required sampling and reporting requirements including the required response(s) associated with potable water and storm water system contamination/permit

violations.

- Operation, use and applications of computer systems and related software.
- Safety principles, practices and procedures; and work safety and accident prevention programs; as related to water system facilities.
- Budget management of assigned programs.
- As needed, assist other Departments on the budget development and expenditure control related to capital improvement plans.
- Working knowledge of a Supervisory Control and Data Acquisition (SCADA) control systems and the data management needed for compliance with local, State and Federal regulations.
- State and Federal water rules and regulations governing the treatment and distribution of potable and recycled water, sewer, storm drains and related programs.
- Safety programs related to water facilities and the effective use, handling and disposal of hazardous chemicals associated with water treatment.
- Contract administration.

Skill to:

- Plan, coordinate, manage and prioritize a variety of public works operations, maintenance, repairs, and replacement projects.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

- Effectively train assigned staff in technical procedures, techniques, and related skills.
- Manage a SWRCB Community Water System.
- Understand and assists with the management of the City storm system to stay in compliance with the City's MS4 permit.
- Develop, maintain, and implement administrative rules, procedures, and budgets.
- Write clear and concise reports and correspondence.
- Develop and implement long-range programs and goals for the improvement of operations and facilities.
- Establish and maintain effective working relations with subordinates, contractors, regulatory agency personnel, the public, City staff, and others encountered in the course of assigned duties.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties for this position.
- Strong communication skills, both written and verbal
- Familiar with the various suite of Microsoft office products and other enterprise assets systems.
- Work independently and make appropriate decisions.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge

and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Associate Degree from an accredited college or university with major coursework in engineering, construction management, business, or public administration or a closely related field, or two years of operating a D-5 water system or municipal sewer collections system in a supervisory, chief or senior role while supplemented by appropriate college classes.
- A Bachelor's degree is highly desirable.

Experience:

- Four years of verifiable increasingly responsible and varied water, sewer collection and storm runoff program experience, including significant supervisory/management responsibilities.
- Treatment facility experience highly desirable.
- ASR Well experience a plus.

License or Certificate:

- Possession of a valid California Driver's License.
- Grade-2 Distribution Operator Certificates issued by the California SWRCB, as well as a California Water Environment Association (CWEA) Grade-3 Collection System Maintenance Certificate or
- Possession of a current D3 Distribution Operator Certificate issued by the California SWRCB and CWEA Grade-1.

ADA COMPLIANCE

- **Physical Ability:** Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.
- **Light Work:** Exerting in excess of 50 pounds of force occasionally, and/or in excess of 25 pounds of force frequently.

Other Requirements:

- **Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.
- **Environmental Factors:** May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.