



ASSISTANT GENERAL MANAGER

Management

Range: 83
(Exempt) Salary:

JOB DEFINITION: Under Administrative direction to assist General Manager; acts on behalf of the General Manager in his/her absence as directed, participates in regular Board Meetings; performs other related work as assigned by the General Manager

SUPERVISOR: General Manager

EXAMPLE OF DUTIES:

- Assists General Manager with planning, organizing, integrating, directing, managing and evaluating the activities, operations, and services of the Engineering, Operations, Construction, Water Resources, and Field Services departments, including the preparation of plans, specifications, designs, estimates and schedules;
- Participates in the development of Agency goals and objectives consistent with the General and Strategic Plans and ensures their effective execution;
- Ensures all assigned Engineering, Operations, Water Resources, Field Service and Construction operations function to serve the needs of the Agency, while complying with applicable laws and regulations;
- Responsible for managing and integrating a wide variety of functions, programs and staff engaged in the engineering, operations, water resources, field service, construction and addition/upgrade activities associated with the Agency's water production, wastewater and recycled collection and distribution systems/facilities, and solar and hydro generation facilities;
- Provides technical assistance to staff;
- Reviews and evaluates plans for water, wastewater, recycled water, and solar facility projects prepared by Agency staff and consulting engineers;
- Represents the Agency as requested or assigned in dealings with constituent agencies in the Agency's service area, MWD and with other governmental agencies and professional organizations;
- Participates, as needed, in major negotiations with contractors, consultants, developers, and other public agencies;
- Represents the Agency as requested or assigned in land/property lease, purchase and sale negotiations;
- Participates in regional, state and national water, recycled water and other professional meetings and conferences to stay abreast of trends and technology related to Agency operations, particularly in areas of assigned accountability;
- May act for the General Manager in his/her absence.

QUALIFICATIONS:

- Education:** Education and experience equivalent to graduation from a four-year college with specialization in Engineering, possession of a valid certificate of registration as a Civil Engineer and at least ten years of any combination of training and experience which would likely provide the required knowledge and abilities needed for the performance of these duties.
- License(s):** Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.
- Knowledge of:** Theory, principles, practices and techniques of civil engineering, facility design and development, maintenance and operation of a large, complex potable water distribution and recycled water systems; federal, state and local laws, regulations and court decisions applicable to a water distribution and recycled water systems; social, political and environmental issues influencing project development and implementation; research methods and analysis techniques; Agency personnel rules, policies and labor contract provisions; principles and practices of sound business communications; Agency functions and associated management, financial and public policy issues; principles and practices of budgeting; organization and functions of an elected board of directors; the Brown Act and other law and regulations governing the conduct of public meetings.
- Ability:** Work independently with little direction; understand and effectively carry out general oral and written instructions and manage staff toward given objectives; establish and maintain cooperative relationships with other employees, officials and the general public; analyze and make sound recommendations on complex management and administrative issues; plan, organize and direct the engineering, water resources, field services, operations and construction functions of the Agency's water distribution, wastewater system, recycled water system, and solar and hydro power facilities; understand, interpret, explain and apply Agency policy and procedures; present proposals and recommendations in public meetings; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

PHYSICAL REQUIREMENTS:

Climbing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples: Going up and down ladders, getting into large vehicles, etc.

Bending: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples:

Lifting: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples: Lifting boxes, engineering related equipment, etc.

Digging: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples:

Sedentary/sitting: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Driving or riding in vehicles, sitting at desk

Standing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Standing on carpet, pavement, dirt, concrete at work sites or in Agency facilities

Repetitive motion: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Operation of hand tools, computer keyboard, writing, etc.

Respiratory (requiring use of respirator or face mask) ☒ yes ☐ no

Examples: May enter reservoirs, recycle facilities requiring the use of mask or respirator

WORK ENVIRONMENT:

Generally, the duties to be performed are split between the Operations Center, and Agency facilities which are located outdoors, with the majority of work likely to be performed within the Operations Center or other places of business. Within the Operations Center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the workday. There are several pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc. Work performed outside is generally at Agency sites, potential sites, and construction projects, all of which may be accessed in all weather conditions, including extreme heat in excess of 110°.

The working hours of the Assistant General Manager / Chief Engineer may be traditional Agency office hours of 8:00 am to 5:00 pm; or a 9-80 work schedule with every other Friday off.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.