



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

## Leucadia Wastewater District

### TECHNICAL SERVICES MANAGER

#### SUMMARY

Under general direction, customarily and regularly exercises discretion, independent judgment, and decision making. Independently performs highly responsible, sensitive and complex technical and administrative tasks. Duties require the ability to perform multiple complex assignments in the areas of wastewater and recycled water operations and planning, engineering, and project management.

May serve as General Manager in his/her absence.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Directs activities of field services personnel in the operation and maintenance (O&M) of district collection, pumping, transmission and treatment facilities.

Administers District rules and regulations in accordance with established policies to assigned employees. Interprets rules, regulations and policies to employees.

Confers with administrative and technical personnel and other agencies/organizations to coordinate district O&M and capital activities.

Directs complex district planning studies and capital improvement projects. Oversees consultant work on technical studies and projects.

Negotiates contracts for complex technical studies and projects. Administers consultant contracts; review, evaluate and direct consultant work.

Oversees consultant and contractor selection process including RFQ/RFP development, construction bidding process and scope of work development.

Conducts complex technical, statistical, financial and economic analysis and prepares detailed reports.

Prepares complex computer spreadsheets model and analyses.

Prepares recommendations and reports to District management, Board subcommittees and Board of Directors.

Provides technical support to District Management.

Reviews and analyzes existing and proposed state and federal legislation and regulations.

Ensures operations, maintenance and project activities comply with applicable government regulations.

Prepares departmental budget based on anticipated needs of department. Monitors and controls departmental expenditures to assure conformance with approved budget.

Plans and directs the development activities of the District.

Manages the District's GIS and Information Systems equipment, programs and services; evaluates emerging technology to meet long-term District business and operating strategies; oversees consulting services on technology issues.

Ensures compliance with safety standards and environmental regulations including preparation and submission of required reports.

#### **SUPERVISORY RESPONSIBILITIES**

Supervises the Field Services Superintendent and Field Services Specialist. Also oversees contracts for consultants, contractors and others.

#### **QUALIFICATIONS**

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

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from four-year college or university in engineering, business or public administration or related field and a minimum of five years relevant experience and/or training; or equivalent combination of education and experience. A Masters degree is desired but not required.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and contract documents. Ability to effectively present oral information and respond to questions from District Management, Board of Directors, customers, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to understand technical and engineering principals associates with planning, design, and construction of wastewater collection, treatment and pumping facilities. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **OTHER SKILLS AND ABILITIES**

Ability to meet District's insurability standards.  
Proficient with Microsoft Office applications.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Class "C" Drivers license.  
Engineer-in-Training (EIT) certification required.  
Professional Engineer (PE) desired.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

**CLASS HISTORY**

<b>Established:</b>	January 2011	<b>Revised:</b>	N/A
<b>FLSA Status:</b>	Exempt	<b>Salary Grade:</b>	19
<b>Reports to:</b>	General Manager	<b>Department:</b>	Field Services