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# California Special Districts Association

## SAMPLE POLICY HANDBOOK

**POLICY TITLE:** Job Description – Water Division Manager  
**POLICY NUMBER:** 2993

### 2993.1 General Job Description

Under the direction of the General Manager and with a minimum of supervision:

- (a) supervises Water Division personnel;
- (b) serves as the professional engineering expert for District management staff;
- (c) performs responsible, professional and technical engineering duties that may be difficult and complex, as required for a water system which supplies irrigation, domestic, commercial and industrial users;
- (d) conducts and directs comprehensive civil engineering studies, prepares plans, specifications, reports, contracts, environmental assessments, hydraulic and economic analyses of water systems;
- (e) designs pipelines, canals, pumping facilities, and buildings;
- (f) reviews and coordinates the work of consultants;
- (g) reviews plan proposals from consulting engineers for compliance with District standards and policies;
- (h) performs a variety of duties related to the mapping of District facilities, including management of the District's geographical information system (GIS);
- (i) supervises and performs a variety of duties relating to the drafting of detailed construction drawings and related maps and specifications used in planning and construction;
- (j) supervises and performs a variety of duties relating to grant application and management, evaluation of environmental impacts, and easements and rights-of-way;
- (k) reviews plan proposals from consulting engineers for compliance with District standards and policies;
- (l) coordinates the administration of the District's Rules and Regulations;
- (m) directs and coordinates the extension of potable and non-potable water service;
- (n) reviews, as directed by the General Manager, procedures and activities of District personnel relating to operations and maintenance of District facilities, and prepares reports and recommendations for the enhancement of efficiency, productivity, and services;
- (o) supervises the activities of Water Division departments and personnel to effect operational efficiency and productivity;
- (p) attempts, at all times, to build a consensus among District personnel, through an exchange of ideas and facts, to facilitate the successful implementation of operational changes and policy

administration; where directed by the General Manager, and with the assistance of supervisors, coordinates the defining of goals, determining of project activities, and formulation of budgets for the various departments; coordinates the District's interaction with other public agencies.

## **2993.2 Prerequisite Qualifications**

**2993.2.1** Bachelor's degree (B.S. or B.A.) in civil engineering from a four-year college or university and five years experience in water distribution system operation and management; one years experience with AutoCad and GIS or equivalent systems; or, equivalent combination of education and experience.

**2993.2.2** Valid California driver license and satisfactory driving record.

**2993.3** Basic Work Hours: 7:00 AM to 4:00 PM, Monday through Friday.

**2993.4** Compensation Range:

**2993.5** Essential Job Duties:

**2993.5.1** Task: Designs and prepares drawings for various District projects, including plotting maps, charts, graphs, plans; designs and drafts detailed drawings of structures and installations involved in potable and non-potable water distribution systems; and, checks and updates as-built drawings.

Physical Demand: Sitting, close vision; use of hands to finger, handle, or feel objects, tools or controls.

**2993.5.2** Task: Computes volumes and quantities; prepares estimates of construction materials and costs; develops spreadsheets, charts, and graphs.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

**2993.5.3** Task: Reviews plans and specifications for water delivery systems prepared by consulting engineers and recommends revisions for compliance with District standards and rules and regulations.

Physical Demand: Sitting; standing; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

**2993.5.4** Task: Prepares reports, forms, questionnaires, etc., in response to inquiries or requirements of other county, state or federal agencies.

Physical Demand: Sitting; standing; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

**2993.5.5** Task: Under the supervision of a Professional Land Surveyor, leads and/or serves as member of survey crew in the field to establish construction control points, locate property monuments, right-of-way alignment control points, or to collect data for mapping purposes.

Physical Demand: Sitting; standing; walking over uneven ground; close and distance vision; speaking; use of hands to operate surveying equipment; driving vehicle.

**2993.5.6** Task: Interacts with other special districts, county, state and federal agencies, to obtain permits, authorizations and information, and to respond to inquiries for information from same.

Physical Demand: Sitting; standing; walking; close and distance vision; speaking; hearing; driving vehicle.

**2993.5.7** Task: Supervises other District personnel in the locating of District facilities for the purpose of incorporating the facility location data into the District facilities database.

Physical Demand: Sitting; standing; walking over uneven ground; close and distance vision; speaking; hearing; use of hands to operate locating equipment; driving vehicle.

**2993.5.8** Task: Supervises the Engineering Technician and assists in the development and updating of information related to the GIS.

Physical Demand: Sitting; close vision: speaking; hearing; use of hands to finger, handle, feel objects, tools or controls.

**2993.5.9** Task: Inspects and evaluates on-going projects to assure compliance with plans and specifications.

Physical Demand: Sitting; standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to finger, handle, feel objects, tools or controls; driving vehicle.

**2993.5.10** Task: Serves as District's representative on non-District construction projects.

Physical Demand: Sitting; standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to finger; handle; feel objects, tools or controls; driving vehicle.

## **2993.6** Marginal Job Duties:

**2993.6.1** Task: Operates various pieces of equipment including computers, various printers and plotters, blueprint and copy machines, calculators, etc.

Physical Demand: Sitting; close vision; use of hands to finger; handle, feel objects, tools or controls.

## **2993.7** Environmental Demands:

- 2993.7.1** Outside: Occasionally works outside in a variety of weather conditions ranging from snow to +100° F.
- 2993.7.2** Inside: Usually works indoors in temperature-controlled environment.
- 2993.7.3** Fumes/Gases: Exposure to various colognes/perfumes; infrequent exposure to ammonia gas from blueprinting machine, and fumes/dust from printing cartridges.
- 2993.7.4** Noise/Vibration: None.
- 2993.8** Mental Requirements:
- 2993.8.1** Reading: Reads complex manuals and instructions for computer software and hardware, letters, reports, memos and messages.
- 2993.8.2** Writing: Writes reports, memos, messages, and fills out information forms. Needs ability to use or quickly learn word- processing software.
- 2993.8.3** Math: Ability to work with mathematical concepts and applications common to civil engineering. Ability to apply these math concepts to practical situations. Ability to use or quickly learn spreadsheet software.
- 2993.8.4** Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports and drawings.
- 2993.8.5** Repetition: Repetitive data entry to computer system for drawings and text.
- 2993.8.6** Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals.
- 2993.8.7** Social Skills: Ability to relate cooperatively with members of the public, Directors, and District personnel.
- 2993.8.8** Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.