



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

OPERATIONS PROJECTS AND ASSET MANAGEMENT UNIT MANAGER

Group-Section: Various	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 069 Job #: UM036
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JOB SUMMARY

Responsible for collaborating with major functional area across multiple Groups to plan, direct, coordinate, and manage Metropolitan's asset portfolio. Manage infrastructure assets to ensure reliability while minimizing the total cost of owning and operating them. Develop processes and procedures to capture information for high level and complex decision-making in optimizing asset lifespan and Capital Investment replacement planning. Develop and refine approach to evaluate and measure risk tolerance in collaboration and coordination with managers and staff to guide Metropolitan's asset management decisions, activities, and investments.

OVERSIGHT

Supervision Received: Receives direction from the Section, Assistant Group Manager or Group Manager.

Supervision Given: Manages and supervises a staff of managers, professionals, technicians, paraprofessionals, and administrative support staff. Responsibilities typically include oversight of the development and administration of strategic asset management, program management, , infrastructure management, engineering planning activities, facility system analysis, multi-million dollar projects, programs, and/or professional services agreements related to their functional area.

JOB DUTIES

1. Responsible for development and implementation of a Metropolitan-wide Asset Management initiative based on industry best practices; development and implementation of organizational asset management goals and objectives, expectations, policies, priorities, and metrics; and development of short, intermediate and long term administrative and budget strategies.
2. Lead initiatives across multiple Groups leading to organizational improvement, cultural change, and overall process improvements related to asset management.
3. Collaborate with engineering and operations managers and staff regarding the rehabilitation, repair or replacement of Metropolitan assets.
4. Analyze data to understand relationships between asset age, condition, rate of deterioration, and life cycle rehabilitation cost-benefit; interpret trends, identify and manage risks, develop recommendations with preferred option. Assist in the development of engineering standards that effectively extend asset life cycle.
5. Represent the Water System Operations Group to support development, management and acceptance of capital investment project delivery for effective integration, efficient operations, and maintenance resulting in minimal life-cycle costs.

6. Prepare and present audience-appropriate materials such as technical papers, board letters, and presentations. Audiences include Metropolitan's Board of Directors, executive management, colleagues, subordinates, external agencies, and professional organizations. Represent Metropolitan on various water committees and organizations.
7. Provide technical engineering and administrative expertise; review and report on the status of projects on a regular basis; review products for quality, alignment with goals and expectations, and project deliverables.
8. Serve as team member and/or team leader for projects, special assignments, and committees with other business units that have section or district-wide implications; provide technical assistance to member agencies
9. Plan, manage, coordinate and drive the intermediate and long-range financial planning activities, strategy, schedule, budget preparation and administration for high-performing asset management initiatives, related programs/projects, and a variety of operations-specific projects, such as member agency service connections.
10. Develop, establish, and manage business resources budget; forecast funding requirements for supplies, materials, and other planned expenditures; track and monitor budget and expenditures; and review actual costs to budget performance.
11. Determine consultant needs given staffing constraints and projected workloads, oversee development and administration of professional services agreements; ensure subordinates track and audit consultant performance; and approve payments consistent with delegated authority.
12. Prepare and negotiate agreements with member agencies and other external entities.
13. Perform other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree from an accredited college or university with a major in an appropriate engineering or related field
- Progressively responsible engineering experience in managing large complex projects and initiatives totaling twelve years of increasingly responsible experience, of which four years must have been in a management position

OR

- A master's degree from an accredited college or university with a major in an appropriate engineering or related field
- Progressively responsible engineering experience in managing large complex projects totaling ten years of increasingly responsible experience, of which four years must have been in a management position

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Required Knowledge of:

- Computerized maintenance management programs and engineering systems
- Analytical and interpersonal skills
- Collaboration in team environments
- Project management tools and methodologies
- Public sector personnel, contracting and regulations practices
- Methods and techniques of research, statistical analysis, and report presentation
- Principles and techniques of performance measurement
- Principles of labor relations, supervision, training and performance evaluation
- Business and organizational management theories and practices related to asset management and capital program delivery
- Financial and budgeting practices and procedures
- Technical disciplines contained within infrastructure engineering; engineering trends and emerging technologies of the managed functions

Required Skills and Abilities to:

- Communicate clearly and concisely, orally and in writing
- Selects and assigns staff, ensuring compliance with all hiring, and promotion policies and procedures; responds to employee grievances and concerns; trains, coaches, motivates and mentors employees; prepares reviews and approves performance evaluations; and identifies employee development and training requirements
- Exercise judgment and discretion
- Make recommendations and decisions in accordance with laws, regulations, policies and procedures
- Plan and manage multiple projects with strong attention to detail
- Interpret complex, descriptive statistical reports
- Develop and implement goals, objectives, policies and procedures that are consistent with Metropolitan's goals and objectives
- Use computer applications to assist in performing duties

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Must have a California Professional Engineering License in good standing, or equivalent.
- Valid Class C Driver License or be able to attain a California Class C Driver's License within 2 months of hire.

Registrations

- None

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DESIRABLE QUALIFICATIONS

- Asset Management Initiative or equivalent implementation experience
- Continuing education coursework in the area of asset management
- Certified Maintenance & Reliability Professional certification
- Knowledge and application of ISO 55001

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered 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.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements