



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Operations Analyst
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GENERAL PURPOSE

Under direction, performs responsible, professional analysis in support of the operations and maintenance of District water and recycled water system facilities; plans, manages, implements administrative and operational system improvement projects, evaluations, and special studies; participates in the development of work plans for the formulation of policies and procedures involving operations, systems, and capital improvement projects; contributes to Branch fiscal and technical management; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is responsible for providing professional and analytical support to the District's operations functions and programs. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant General Manager, Operations and Maintenance. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Serves as the project engineer/project manager for various water operations or engineering projects; serves as the liaison between the District and consultants, contractors, and other agencies; prepares project documentation including regular updates to project schedule, budget, and cash flow projects.

- Drafts, evaluates, analyzes, coordinates and distributes production and operational reports, including well and filtration plant production, raw water usage, conveyance water tracking, recycled water usage and storage tracking.
- Plans, organizes and conducts research and analyses regarding District policies, project proposals, operational procedures, facilities performance, system capabilities and system supply and demand characteristics; identifies weaknesses or shortfalls; develops guidelines for systems operations; formulates recommendations for facilities improvements, system operational changes and operating procedures; produces and maintains operational plans to document findings and recommendations.
- Utilizes appropriate data and analytical resources where they exist, including but not limited to, site visits, financial records, customer billing records, geographical information systems (GIS), hydraulic modeling studies, supervisory control and data acquisition (SCADA) records, facility performance data, historical maintenance and work order records, engineering construction records, topographical maps, and engineering standards.
- Develops data resources as needed to support analysis where existing sources are not available including supporting formats, quality assurance, procedures for collection and maintenance, and accessibility with consideration for relevance to other work groups or applications; directs and instructs staff members on data collection methods; coordinates the development of database maintenance procedures.
- Performs or participates in engineering analyses on existing pumping stations, wells, water tanks, control valves, and related distribution facilities and systems; defines operating characteristics; determines and recommends upgrades to improve operational and control efficiency.
- Leads or participates in the preparation of a variety of interagency and interdepartmental analytical reports, commentaries and correspondence; reviews and prepares comments on draft reports developed for District and outside agency review; coordinates with other departments as needed; creates graphs, tables, slides and other visual aids to illustrate technical studies and assist in project presentations.
- Coordinates and performs field surveys to document facility layouts, operating conditions and system operational procedures and concerns; consults with field staff to obtain input regarding facilities, equipment or procedural changes to improve operating efficiency.
- Leads or participates in all aspects of operations and maintenance special project implementation, including alternative analysis, cost benefit evaluation, water quality considerations, scope definition, funding procurement, interdepartmental coordination, customer coordination, writing and procuring agreements, coordination with vendors and contractors, and documentation in District records and databases.

- Analyzes system operating characteristics including local demand centers, peak demand conditions using databases and other methods of tracking system status and performance, facility flow histories and seasonal supply/demand variations.
- Participates in the evaluation of key departmental performance indicators; develops and assists in the maintenance of departmental performance monitoring methods such as dashboards.
- Provides background summaries for groundwater acquisition and utilization; researches and summarizes contractual limitations on the development and usage of water supply sources.
- Reviews, revises and comments on financial and technical reports, environmental documents, project proposals and facilities cost analyses.
- Participates on assigned interdepartmental committees and work groups established to evaluate special applications and programs, information systems, data, and reporting requirements procedures, systems, projects and alternatives.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of civil and hydraulic engineering design and construction applicable to the operational analysis of water and reclaimed water systems.
- Modern concepts and methods of structural and construction design.
- Methods and techniques of developing and interpreting data modelling.
- Principles and practices of conducting comprehensive research and analysis on a diverse range of subjects.
- Principles, practices, methods and techniques of developing Key Performance indicator (KPI) programs.
- Principles and practices of water and sewer system operation and maintenance.
- Local, state and federal laws and regulations governing the operations of a water and reclaimed water utility.
- Trends, approaches and problem-solving techniques used in waterworks engineering, operations analysis and regulatory compliance.
- Principles and methods of conducting market analyses and evaluating community demographics.
- Principles and practices of project management.
- Computer hydraulic modeling techniques.
- Basic principles and practices of database development and maintenance.
- CADD and GIS systems applications used in ascribing element properties or characteristics and developing data layers.

- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Research, analyze, summarize, develop conclusions and make sound independent recommendations regarding engineering, operational and financial data.
- Interpret engineering drawings, maps, site and building plans and specifications, graphs and statistical data.
- Analyze technical design and construction engineering problems, evaluate alternatives and recommend effective solutions.
- Perform and provide project leadership in conducting operational analyses.
- Prepare clear visual displays, such as maps, graphs and illustrations.
- Prepare clear and concise technical documents, reports, correspondence and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Five (5) years of progressively responsible professional engineering program support experience.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in engineering, chemistry, or a related field.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- Possession of a valid Engineer-in-Training Certificate issued by the State of California is desirable.

PHYSICAL DEMANDS

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

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen, and to operate a motor vehicle to visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

WORK ENVIRONMENT

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

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Operations Analyst
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Operations Analyst. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____