

**RESOLUTION NO. 26-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TWENTYNINE PALMS WATER DISTRICT  
AMENDING RESOLUTION 18-10 ADOPTING A  
REVISED ORGANIZATION CHART AND JOB  
DESCRIPTION FOR AN EXEMPT POSITION**

**WHEREAS**, the Twentynine Palms Water District approved Resolution 18-10, adopting an organizational chart and job descriptions for all employees; and

**WHEREAS**, the District is now revising the organizational chart and adopting a revised exempt position;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Twentynine Palms Water District, that attached to this Resolution as Exhibit "A", is hereby approved.

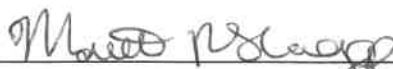
**BE IT FURTHER RESOLVED** that this Resolution shall take effect April 1, 2026 upon its adoption.

**PASSED, APPROVED AND ADOPTED** this 25<sup>th</sup> day of March 2026 by the following vote:

Ayes:	Directors Arthur, Bowden, Leazer, and Coghill
Noes:	None
Abstain:	None
Absent:	Director Woods

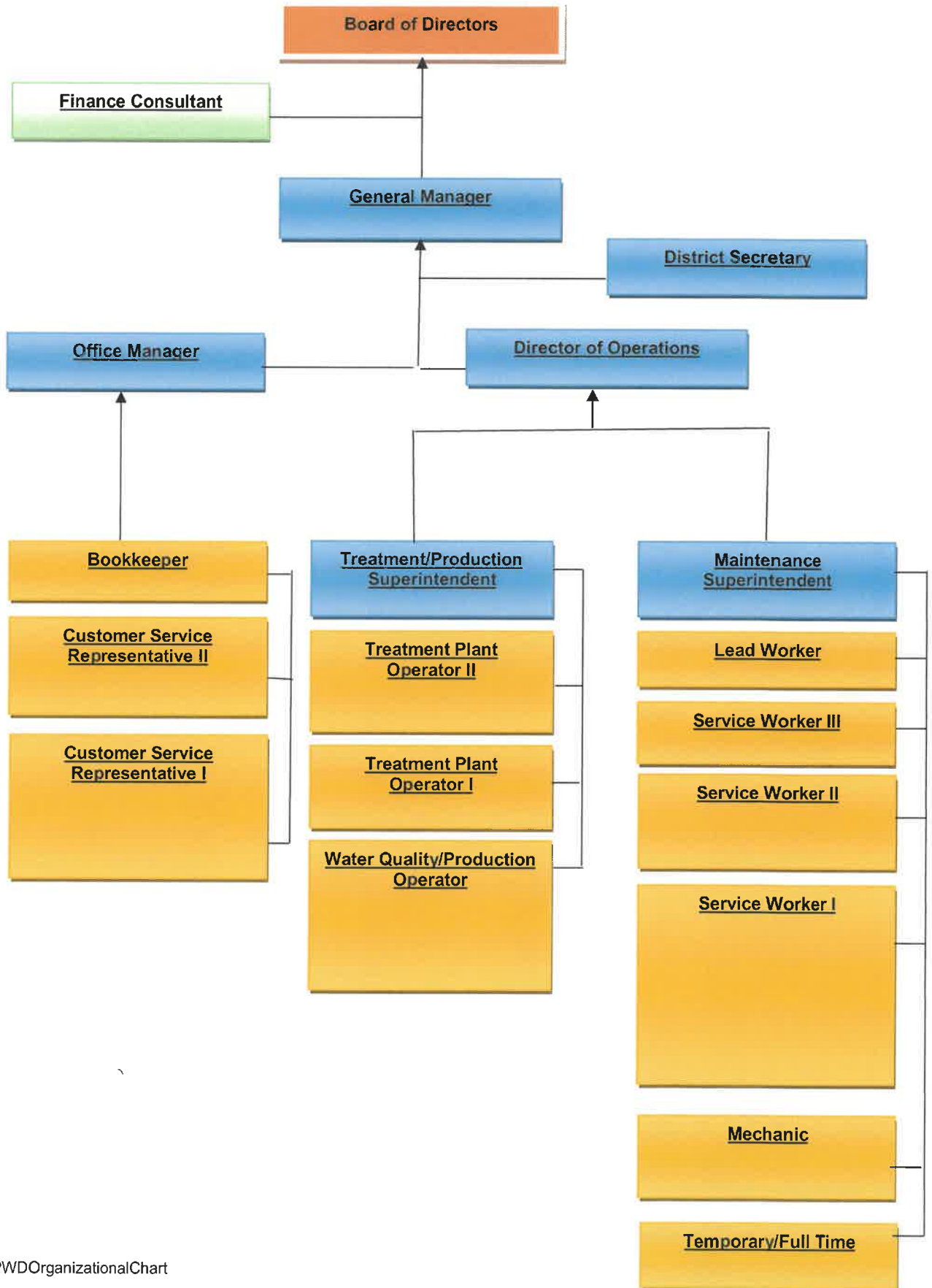
  
\_\_\_\_\_  
Bob Coghill, President  
Board of Directors

Attest:

  
\_\_\_\_\_  
Matthew Shragge, Board Secretary  
Twentynine Palms Water District



# TWENTYNINE PALMS WATER DISTRICT



# TWENTYNINE PALMS WATER DISTRICT

## Director of Operations

**STATUS:** Exempt  
**DEPARTMENT:** Management  
**SUPERVISOR:** General Manager  
**SALARY:** \$69.16 – \$82.30

**SUMMARY:** Under direction of the General Manager; to plan, organize, direct and coordinate the maintenance, construction, engineering and operations of the District and to perform related work and other duties as required. [The Director of Operations will be the direct supervisor to the Treatment/Production Superintendent and Maintenance Superintendent. Serves as the Treatment/Production Superintendent and Maintenance Superintendent in the absence of such positions.](#) Serves as Chief Administrative Officer in the absence of the General Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following; other duties may be assigned:

- Plans, organizes, directs, and coordinates the maintenance, construction, engineering and operations functions of the District; to include the District's water production, storage, transmission and distribution systems as well as assigning well drilling duties and cross connection control duties as needed to the appropriately trained and certified staff members.
- Keeps General Manager advised on all aspects of District's ongoing work.
- Assists in formulating maintenance management policies, operating procedures, projects and schedules necessary to maintain all of the District's structural, pipeline, easement, storage, wells, pumping equipment and support facilities.
- Oversees the maintenance of the District's vehicle and equipment fleet.
- Directs daily supervision and work assignments.
- Performs periodic inspections of facilities for condition and serviceability.
- Periodically reviews cost reports.
- Regularly reviews and signs employee time cards.
- Recommends changes to District specifications when material and design do not meet expectations.
- Assists in the review of plans for new acquisitions.
- Manages preventive maintenance for mechanical/electrical facilities.
- Attends staff, Board and other meetings as requested.
- Inspects materials for acceptability; inspects completed work of subordinates for workmanship; rejects unsatisfactory work.
- Recommends changes to District specifications.
- Monitors progress of all projects.
- Attends Board of Directors meetings.
- Deals effectively and courteously with customers and the general public.

- Proper knowledge of safety practices and safety gear.
- Attends safety meetings as necessary.
- Ensures compliance with the District's Injury and Illness Prevention Program.
- Administrator for the D.O.T drug and alcohol prevention program.
- Prepares evaluations for all subordinate personnel: first level for disciplinary measures and grievances.
- *With assistance from the General Manager, help the District with management level employment opportunities with vacant positions, i.e. Treatment/Production Superintendent and Maintenance Superintendent.*

**CERTIFICATES, LICENSES, REGISTRATIONS;** Possession of a Class C California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Must have or obtain within 18 months of appointment, a D-III Water Distribution Certificate and a T-III Water Treatment Certificate.

**EDUCATION and/or EXPERIENCE:** Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: College-level courses in engineering, construction inspection, mechanics, welding or industrial administration or related subjects desired; Ten years of increasingly responsible experience in the construction, operation and maintenance of a water utility or similar facility; at least 3 years of the experience should have been in a management or supervisory capacity.

**QUALIFICATION REQUIREMENTS:** 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.

#### **KNOWLEDGE OF:**

- Responsibilities and duties of the General Manager as Chief Officer for the District.
- Principles, methods and practices used in water system maintenance, operations and construction work.
- Operation and use of a variety of light and heavy power equipment utilized in maintenance and construction work, safely and skillfully.
- Pertinent laws, codes and safety orders related to general industry and construction work.
- Principles, methods and practices used in communication control equipment, including installation, maintenance and repair.
- Principles and practices of civil engineering with particular emphasis on the design and construction of flood control, water development and distribution and other hydraulic projects and facilities.

- Laws, rules, ordinances and legislative processes governing flood control, water rights, water development and water pollution.
- Contract development and administration.
- Principles and practices used in treatment plant operations and maintenance work.
- Public finance, budget development, fiscal planning and capitol improvement planning.
- District policies, rules, regulations and procedures.
- Geography of the District and location of District facilities.
- Principles of supervision, training and management.
- Principles of budget development and expenditure control.

#### **ABILITY TO:**

- Function effectively as Chief Administrative Officer/Acting General Manager of the District as necessary.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment uses and time requirements.
- Oversee the establishment and maintenance of certification, training and work safety programs.
- Ensure the proper maintenance, operation and repair of District equipment and facilities.
- Climb and inspect reservoirs.
- Plan, organize, direct and coordinate the operation, maintenance, engineering and repair of the District's water production, storage, transmission and distribution and fleet systems.
- Develop and control budgets.
- Effectively represent the District with the public, contractors and other organizations.
- Use computer systems and software packages related to the needs of the District.
- Establish and maintain cooperative working relationships.
- Oversee the work of several departments concurrently.

**TYPICAL PHYSICAL ACTIVITIES:** The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travels frequently by automobile in conducting daily District business.
- Occasionally travels by airplane in conducting District business.
- Works in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather and significant temperature changes.
- Stoops, kneels, crouches, crawls, walks and climbs in performing duties.
- Communicates orally with District management, Board members, co-workers and the public in face-to-face, one-to-one and group settings.
- Regularly uses telephone and radio for communication.
- Uses office equipment such as computers, copiers and fax machines.
- Hearing and vision within normal ranges.