



WATER COMPANY AND WATER QUALITY MANAGER

To direct, manage, supervise, and control the activities and operations of the Tahoe Keys Property Owners Association (TKPOA) potable water and water quality programs for its Homeowners and Commercial Customers.

To coordinate the work activities of the water company; to coordinate assigned activities with water quality Aquatic Invasive Weed Harvesting program.

Reports To:

Tahoe Keys Property Owners Association (TKPOA) General Manager and Board of Directors.
Privately owned water company

ESSENTIAL AND MARGINAL FUNCTIONS -- May include, but are not limited to, the following: Essential Functions: Serves as the Chief Operator for the TKPOA Public Water System – State of California Water Resources Control Board Division of Drinking Water Classification D2/T2 System. State Certification -- Treatment 2 and Distribution 2 Required.

Prepare and submit required reports for the California State Water Board and provides data for the WTP reports to the appropriate permitting agencies as specified in the TKPOA's Public Water System Permit, NPDES and WDR's. Assist in the preparation of the annual Consumer Confidence Report for the TKPOA's water supply system. Plan, prioritize, assign, supervise and review the work of staff responsible for operation of the TKPOA's Well Water Sites. Comply with the State of California Title 17 and Title 22 drinking water standards.

1. Assist in development of policies and procedures for achieving departmental goals, objectives and priorities; interpret and implement approved policies and procedures
2. Allocate resources; monitor and evaluate the efficiency and effectiveness of service delivery; monitor the allocation expenditures for personnel, supplies and equipment;
3. Direct and implement modifications and changes as necessary to achieve goals, objectives and priorities; establish schedules and methods for providing plant operation and treatment services;
4. Identify resource needs; review needs with the General Manager/Board of Directors
5. Ensure that all facilities are operational during emergencies; respond to emergency calls;
6. Authorize and supervise appropriate remedial responses; ensure that operators are available to respond to any alarm from water related matters.
7. Manage and supervise programs to ensure that the TKPOA is in compliance with all permit limitations and compliance points applicable to state and federal laws.
8. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
9. Meet with the General Manager, Board of Directors, departments and outside agencies; meet with county, state, federal and other officials to resolve problems affecting programs and projects; prepare staff reports.

10. Participate in the selection of plant operations staff; provide or coordinate staff training; meet and discuss technical matters; work with employees to correct deficiencies; implement discipline procedures.
11. Participate in the preparation and administration of the water and water quality operational budget; submit budget recommendations; monitor expenditures; recommend plant upgrades.
12. Review operational data; prepare analytical and statistical reports on operations and activities as required.
13. Perform weekly testing of equipment and machinery to maintain quality assurance and high performance; ensure the accuracy and proper functioning of the system filter plant
14. Certifications from CA Department of Public Health (T2 & D2 minimum)
15. Backflow certification a plus (or willingness/ability to obtain quickly)
16. Water main installation, controls, and pump maintenance experience and knowledge are necessary
17. Ability to perform heavy physical labor including bending, stretching, crawling, climbing, lifting up to 75 pounds and working in confined areas
18. Ability to diagnose problems and implement solutions
19. Professional oral/written communication skills to work directly with field employees, office staff, customers, state agencies, contractors, vendors, other utilities
20. Basic computer skills (email, Excel)
21. Emergency duty will be required during evenings, holidays, and weekends
22. Required "on call" duty on alternating weekends
23. Applicants must have Class C driver's license and acceptable motor vehicle record
24. Full time, full benefits
25. Willing to work flexible hours as determined by the duties.

STANDARD SPECIFICATIONS / DISCLAIMER

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or guests.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Compensation

Based on experience and California Water Certifications

Full Time with Benefits, 401K program

TO APPLY

Applications available in person or by request via phone or email Monday through Sunday 8:30AM-4:30PM. Applications for employment are available at the TKPOA Association Office and can be submitted the following ways.

Mail to: 356 Ala Wai Blvd. South Lake Tahoe CA 96150

Fax to: 530-541-2521

Email to: TKPOA Human Resources at kwooldridge@tahoekeyspoa.org

Website: www.tkpoa.com Applications can be downloaded using this website link.

Drug test and Background Check will be required.

This company is an equal opportunity employer dedicated to nondiscrimination in employment. The company selects the best qualified individual for the job based on the job related qualifications regardless of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital or veteran status, sexual orientation, gender identity, or the presence of a non-job related medical condition or disability (mental or physical), or any other basis protected by law.

The Tahoe Keys Property Owners Association (TKPOA)

Tahoe Keys was developed in the 1960's and 1970's as a unique, planned-unit-development. The end result was the transformation of approximately 750 acres of marsh land into a 1,529 member Community Association, encompassing 335 town houses and 1,194 home sites. Most properties have use of a private boat dock, allowing access to over 180 acres of Association waterways and boating lagoons, as well as direct access into Lake Tahoe.

The Association operates its own water quality program to keep the estimated 550 million gallons of lagoon water clean. We also have. Our own Water Company with three subterranean wells providing potable water to our property owners and adjacent commercial properties.

The Association is responsible for the maintenance, upkeep, and improvement of all town house exteriors, common areas (that property owned in common by all Association members) and recreation areas (pools, tennis courts, parks, beaches, piers, boat docks, waterways, etc.).

We are also responsible for insuring that all property owners care for and maintain their property, according to Association governing documents. To fund this operation, we assess and collect fees from all property owners, based on anticipated financial needs. In many ways, the Association operates as a small city.