WASTEWATER OPERATIONS MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed in a job.

DEFINITION

Under general supervision, plan, organize and provide direct and indirect supervision over the operations and maintenance of the City's Wastewater Treatment Plant, wastewater pump stations, including the collection and treatment of wastewater for discharge and/or recycling for beneficial re-use.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Deputy Public Works Director. Exercises direct and indirect supervision over lower level personnel.

DISTINGUISHING CHARACTERISTICS

The Wastewater Operations Manager differs from the Environmental Services Manager in that the former is responsible for overseeing a variety of wastewater treatment, and re-use system functions within the Wastewater Division, whereas the Environmental Services Manager is responsible for overseeing the quality assurance/control program and city-wide environmental compliance programs within the Environmental Services Division. Additionally, the Wastewater Operations Manager is distinguished from the Plant Operator III in that the Manager has responsibility for oversight of the overall Wastewater Division functions whereas the Plant Operator III is a lead worker and provides lead direction to Plant Operators. Lastly, the Wastewater Operations Manager is distinguished from the Deputy Public Works Director in that the Manager is responsible for overseeing a variety of functions within the Wastewater Division and the Deputy Director is responsible for oversight of all of the City's municipal utility functions, including the Environmental Compliance Division, Wastewater Division, and the Water Division.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Oversee and direct the treatment of wastewater at the Wastewater Treatment Plant (WWTP) for discharge and/or recycling for beneficial re-use.
- Oversee and direct the operation and maintenance of pump stations.
- Plan, implement, direct and evaluate strategies to help ensure regulatory compliance and improve productivity, reliability and safety in assigned work programs.
- Oversee and strategize adjustments to wastewater treatment process to optimize operating efficiency and minimize energy costs.
- Plan for future equipment and/or facility needs; evaluate recommendations

for the purchase of equipment, supplies, and services; write specifications or requests for proposals; secure and evaluate bids; administer vendor and service contracts for materials and services.

- Oversee or assist in the solicitation and negotiation of contracts; monitor and administer contracts to assure compliance to contract provisions and City policies and for timely completion of work.
- Prepare and maintain effective recordkeeping systems and records.
- Assist in the preparation of the annual budget proposal for the Division and its assigned work programs; implement and monitor the adopted budget; prepare periodic reports on budget matters.
- Prepare technical and administrative reports, staff reports, and correspondence for the department director, advisory bodies, City Manager, City Attorney, City Council, and others.
- Establish Standard Operating Procedures and keep Plant Operations and Maintenance Manual up to date with appropriate revisions.
- Receive, investigate, and respond to the more complex issues; resolve technical and operational problems.
- Develop and implement Wastewater Division's operational goals, objectives, and procedures.
- Plan and coordinate work programs and projects; advise on and review work goals and work programs for assigned staff.
- Assist in the development of long-range programs and goals for the improvement of operations and facilities.
- Oversee and coordinate staff engaged in the performance of a variety of skilled technical duties in the operation and maintenance of various facilities.
- Provide supervision to assigned staff by planning and reviewing work, training, evaluating their performance.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Codes, regulations, principles and practices of wastewater treatment, recycling, and disposal.
- Principles and practices of supervision, performance management, and training.
- Occupational hazards, standard safety practices, operational and safety regulations pertaining to the operations, vehicle and equipment usage for the assigned .
- Pertinent federal, state, and local laws, codes, and regulations.
- Budgeting procedures and techniques.
- Common software packages such as Microsoft Office and specialized software related to the work of the unit.

Ability to:

- Organize, direct, and implement, treatment, disposal and re-use activities.
- Ensure compliance with state and federal regulatory requirements.
- Understand, interpret and appropriately apply a wide range of standards and regulations related to wastewater treatment and disposal.
- Prepare clear, complete, and technically accurate data summaries, reports and correspondence.
- Plan, organize, direct, train, supervise, and review work of assigned staff.
- Work independently with minimal supervision.
- Communicate clearly and concisely, both orally and in writing.
- Analyze and compile technical and statistical information and prepare reports.
- Respond to difficult and sensitive public inquiries.
- Respond to emergency situations and make appropriate decisions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Minimum Qualifications

Experience: Five years of experience in wastewater operations, preferably advanced treatment using membrane technology, with at least two years at the supervisory level equivalent to that of a Chief Operator position or its equivalent.

Education: An associate's degree from an accredited college or university in wastewater technology or closely related science field.

Certificates:

- Grade IV Wastewater Operator Certification issued by the (California) State Water Resources Control Board

License Requirement:
Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Physical Requirements

Work is performed in a treatment plant environment. (1) Mobility: frequent use of keyboard; frequent standing for long periods of time; frequent bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to heat, cold, dampness, toxic materials, noise, and water.

Other Requirements:
Some positions may require evening or weekend work.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Wastewater Operations Manager	5/2007	2/08 1/16	2/11 from Supervisor 1/16 from Plant Operations Manager	2211	Exempt	2

APPROVED: _____ Date: 2/1/16
Administrative Services Director