



WASTEWATER PLANT OPERATIONS MANAGER

DEFINITION

Plan, organize and manage the activities of the Wastewater Treatment Plant Operation, and coordinate assigned City wide programs and operations activities with other departments, divisions and outside agencies. Act as the Designated Chief Plant Operator as assigned; perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a full-time, management position that requires significant independence, initiative, and discretion within established guidelines. This position assists in the strategic planning, organization, and management across multiple operational units.

SUPERVISION RECEIVED/EXERCISED

Receive administrative direction from the Director or designee. Exercise general and direct supervision over supervisory, professional, technical and administrative support staff through subordinate levels of supervision.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include but are not limited to the following:

- Plan, organize and manage the operation, maintenance and repair of the City's wastewater treatment facility and equipment.
- Develop and implement division goals, objectives, work plans, reports, policies and procedures.
- Coordinate with City departments and State agencies to assure compliance with various regulations, industry standards, City policies, procedures and goals.
- Monitor operations to assure that operating procedures are followed.
- Manage regulatory agency reporting.
- Coordinate treatment plant response to emergency situations.
- Oversee the preventative maintenance program.
- Attend meetings with outside agencies and organizations to help develop solutions to problems or issues of mutual concern; participate in outside community groups and professional groups and committees; provide technical assistance, as needed.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Recommend and enforce safety measures and programs and ensures that assigned staff, consultants and contract employees conduct work in a safe manner in accordance with established procedures.
- Plan, organize, administer, review and evaluate the work of supervisory, technical and operational and maintenance staff directly and through subordinate levels of supervision.
- Provide for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy and procedural guidance and interpretation to staff.
- Assist in developing and administering the annual operating budget for the division; recommend budget transfers, expenditures and purchases.

- Prepare requests for proposals for vendor, engineering, contractor and maintenance services; negotiate and administer contracts and authorized payments for services.
- Serve as the City's representative with all regulatory agencies, including the Regional Water Quality Control Board, the Air Quality Control Board and the State water Quality Control Board.
- Conduct operational studies and special projects; gather information, evaluate alternatives, prepare and present reports and recommendations.
- Investigate and resolve requests for services and complaints regarding wastewater operational functions.
- Control the requisition of supplies, materials and equipment.
- Serve as a Disaster Service Worker, as required.
- Perform related duties and responsibilities as required and other duties as assigned.

EMPLOYMENT STANDARDS

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Education and Training

Equivalent to a bachelor's degree from an accredited college or university with major course work in Environmental Science, Civil Engineering, or related field.

Substitution: Additional years of related experience may substitute for education on a year-for-year basis. (Example: additional two years of related experience with an associate degree may be equivalent to a bachelor's degree).

Experience

Five (5) years of experience in the maintenance/operation of a wastewater treatment plant, with two (2) years of supervisory experience.

Certification

- Possession and maintenance of a Grade IV or higher Wastewater Treatment Plant Operators Certificate issued by the California State Water Resources Control Board.

Substitution: Grade III certification and proof of eligibility of Grade IV certification exam qualification may be considered. Grade IV Wastewater Treatment Plant Operator Certificate will be required within one year of appointment.

License

Possession and maintenance of a California Class C driver's license and have a satisfactory driving record.

Advanced Knowledge of

- Applicable State, Federal and local laws, regulations, and policies as they relate to assigned area of responsibility.
- Methods, practices, standards and specifications for compliance to industry regulations.
- Safety regulations and practices pertaining to work performed.
- Principles and practices of industry facilities and equipment, maintenance and repair.

- Principles of design, construction and maintenance of industry facilities, and servicing requirements of plant machinery and equipment, including SCADA systems.
- Industry operations including primary, secondary, and treatment processes; activated sludge systems; equipment maintenance; laboratory procedures, including instrumental analysis.
- Effective supervisory and leadership techniques.
- Techniques and practices for efficient and cost-effective management of resources.
- Environmentally responsible and resource-efficient public utilities maintenance techniques.
- Conflict resolution skills.
- Professional level writing techniques, including proper grammar, spelling, vocabulary, and punctuation.

Skill/Ability to

- Manage plant operations, and interpret and apply technical standards, procedures, regulations, and City policies and procedures.
- Analyze problems, evaluate alternatives, and recommend methods, procedures and techniques for resolution of issues.
- Recognize inefficient wastewater facility operations and develop effective programs to assure an efficient operation that is in accordance with all State and Federal requirements, with other employees, contractors and the general public.
- General principles of laboratory operation and industrial waste management.
- Interpret technical instructions and analyzing complex variables.
- Assess and prioritizing multiple tasks, projects and demands.
- Operate a personal computer utilizing standard and specialized software.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Manage and advance multiple priorities, including large and complex projects, concurrently, on-time, and within budget.
- Operate modern office equipment, including computer equipment and software programs relevant to the work performed and have good knowledge of facility maintenance software programs.
- Plan, organize, direct, and review the work of professional, sub-professional, and contract personnel.
- Effectively supervise, train, motivate and evaluate assigned personnel.
- Work independently and in a team setting.
- Consistently demonstrate professionalism, ethical integrity, and exceptional customer service.
- Celebrate the achievements and success of the organization.
- Direct and conduct work in a safe manner following industry best practices and the City's safety practices and procedures.
- Work evenings and weekends, and respond off-hours to various emergency situations.
- Serve as a Disaster Service Worker.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Physical Skills

Able to use standard office and plant equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb stairs; lift and carry up to 25 pounds; maintain sustained posture for prolonged periods of time; distinguish among various colors and/or symbols; able to read printed materials and a computer screen; able to communicate effectively with others; smell to distinguish odors.

Work Environment

Mobility to work in a typical office setting or plant environment; exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, odors, mechanical hazards, electrical hazards, explosive hazards, and bio-hazards.

Work schedule may include occasional irregular hours. The work schedule will include the need for irregular after hours work as part of the normal job duties, including 24x7 availability for response to emergencies.

Adopted Date: 12/14/2020

Status: Exempt

Bargaining Unit: Management, Teamsters Local 350

Revised Dates: 09/2001

Former Titles:

Abolished:

Resolutions: