

## WASTEWATER OPERATIONS MANAGER

### JOB SUMMARY:

Under general direction, plans, organizes, schedules, directs and coordinates the operation and maintenance of the District's wastewater treatment plants, collection system, wastewater lift stations, District laboratory and recycled water distribution system, to ensure compliance with applicable regulations and standards, and performs other duties as assigned.

### EXAMPLES OF DUTIES

*(Duties include but are not limited to the following):*

- Directs activities of subordinate personnel in the operation and maintenance of the District's collection system, lift stations, treatment plants, laboratory and recycled water programs.
- Develops and implements department goals, policies, procedures and priorities related to the wastewater operations department and District-wide laboratory.
- Supervises, plans, assigns and directs the work of subordinate employees.
- Oversees department; interprets and evaluates operational data and implements changes to comply with established standards; ensures legal requirements are met.
- Maintains an effective rapport with the Regional Water Quality Control Board; ensures the timely preparation and submittal of required reports and verbal communications to meet all compliance requirements.
- Administers and interprets District rules and regulations in accordance with established policies and practices.
- Prepares departmental budget based on anticipated needs of department; monitors and controls departmental expenditures to assure conformance with approved budget allocation.
- Ensures compliance with safety standards and regulations including the use of appropriate equipment and proper chemical storage.
- Prepares agenda memos and staff reports to the General Manager and the Board of Directors.
- Attends Board meetings when necessary to present reports and render professional advice.
- Advises subordinates of performance standards, observes and documents performance and prepares annual, periodic and special performance evaluations.
- Prepares supporting documentation for appropriate employee recognition and discipline.
- Assumes responsibility for the training of all staff; and ensures compliance with District safety regulations and accident reporting requirements.
- Reviews and approves maintenance requests, requisitions; reviews a variety of records, reports, schedules and logs.

- Manages the development, implementation and maintenance of the wastewater department information systems for data collection, reporting and communication.
- Performs other related duties as assigned.

**EMPLOYMENT STANDARDS:**

Knowledge of:

- District policies and procedures.
- Principles of management, organization and work scheduling.
- Principles of supervision and effective employee management, motivation and discipline.
- Laws and regulations regulating wastewater treatment, collection system and laboratory operations.
- English usage, spelling grammar and punctuation at an advanced level.
- Report writing and presentation skills.

Ability to:

- Respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
- Read, understand and interpret moderately difficult technical materials.
- Plan and schedule work assignments, set priorities for training, evaluating, selecting and recommending recognition and/or discipline of subordinates.
- Learn the District’s Legislative Code.
- Apply mathematical concepts of algebra, geometry and basic statistical analysis.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Communicate in English clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with other employees and the public.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Six years of progressively responsible management experience in the operation and maintenance of wastewater treatment facilities, and at least four years of supervisory experience is required.

Education: Bachelor’s degree from an accredited college or university in public or business administration, wastewater technology, or a related field is highly desirable; or, an equivalent combination of education and experience sufficient to successfully perform the duties of the position as listed above.

Licenses and Certificates:

1) Possession of a valid California driver’s license, Class C, with ability to maintain insurability under the District’s insurance carrier; 2) Possession of a California State Water Resources Control Board Wastewater Treatment Plant Operator Certification, Grade IV, is highly desirable. 3) Possession of a CWEA Collection System Maintenance Certification, Grade IV, is desirable.

Physical Demands:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; use hands and fingers repetitively to manipulate small objects and print or write legibly; regularly lift over 25 pounds and frequently, over 50 pounds, with assistance; speak in a normal voice to be able to be heard and understood on the telephone; awareness of electrical hazards; be exposed to harsh substances; be exposed to foul odors within acceptable ranges/levels; wear protective apparel including,

but not limited to, goggles, face protectors, aprons, fall protection, shoes and a respirator, as required by OSHA standards.

**OTHER REQUIREMENTS:**

May be required to work evenings, weekends and holidays.

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