

## WASTEWATER TREATMENT PLANT MANAGER

### **DEFINITION**

Plans, organizes and manages, through subordinate levels of supervision, the operation, maintenance and repair of the City's wastewater treatment and disposal facilities and equipment; provides technical advice and administrative support to City management staff; fosters cooperative working relationships with regulatory agencies; performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

The Wastewater Treatment Plant Manager receives administrative and general policy direction from the Development Services Director/City Engineer. The work provides for a wide variety of independent decision-making, within general policy and regulatory guidelines. Direct supervision is provided over supervisory staff; indirect supervision is provided to technical, operational and maintenance staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

The incumbent of this single-position class administers all wastewater treatment and disposal functions for the City. Responsibilities include coordinating the activities of the division with those of other City departments and local agencies to provide required services in an efficient, effective and economical manner and within all regulatory guidelines. The incumbent is accountable for accomplishing division operational goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution.

### **EXAMPLES OF DUTIES** (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division.
- Plans, organizes, administers, reviews and evaluates the work of supervisory, technical and operational and maintenance staff directly and through subordinate levels of supervision.
- Provides 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.
- Assists in developing and administering the annual operating budget for the division; recommends budget transfers, expenditures and purchases.
- Oversees the operation and maintenance of the wastewater treatment plant; ensures that all plant activities conform to regulatory agency standards.
- Prepares requests for proposals for vendor, engineering, contractor and maintenance services; negotiates and administers contracts and authorized payments for services.

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- Serves 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.
- Ensures that all plant activities meet NPDES permit requirements and that plant and laboratory certifications are maintained.
- Conducts operational studies and special projects for the Department Manager; gathers information, evaluates alternatives, prepares and presents reports and recommendations.
- Investigates and resolves requests for services and complaints regarding wastewater operational functions.
- Coordinates treatment plant response to emergency situations; keeps City staff and the public apprised of incident status.
- Prepares a variety of correspondence, reports, procedures and other written materials.
- Maintains and directs the maintenance of division files.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation.
- Supervisory principles and practices, including work planning, review and evaluation and employee training, motivation and discipline.
- Principles and practices of budget development, administration and accountability.
- Principles and practices of wastewater collection, treatment and disposal.
- Applicable federal, state and local laws, codes, ordinances and regulations.
- Computer applications related to the work.
- Principles of contract negotiation and administration.
- Safety practices and equipment related to the work.
- Techniques for effectively representing the City in contacts with governmental agencies, and various business, professional and regulatory organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

#### **Skill in:**

- Planning, organizing, administering, coordinating, reviewing and evaluating the functions and activities of a secondary wastewater treatment plant.
- Selecting, training, motivating and evaluating the work of staff.
- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the division.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Developing and administering an operational budget, capital improvement and recommending expenditures and purchases.

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- Effectively representing the City in meetings with governmental and regulatory agencies, contractors and the public.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Maintaining and directing the maintenance of accurate records and files.
- Using tact, initiative and independent judgment within policy and procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Equivalent to completion of two years college or university education (60 semester units or 90 quarter units) with major course work in business or public administration, pre-engineering, supervision or management or a field related to the work and three years of supervisory experience in any combination of maintenance and repair of facilities and equipment such as found in the collection, treatment and disposal of wastewater. Additional experience as described above may be substituted for the education on a year-for-year basis. Possession of a Bachelor's degree in an appropriate field is desirable.

**License and Certifications:**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Must possess a valid Class III Wastewater Treatment Plant Operator's Certificate issued by the State of California Water Resources Control Board. Possession of a Class IV Wastewater Treatment Plant Operator's Certificate is desirable.

**Working Conditions:**

Works inside and outside. Must be able to work off-hours shifts, available for standby assignments and work emergency overtime as required. Must be willing to work out of doors in all weather conditions and with exposure to potentially hazardous chemicals and conditions.

**Physical Demands:**

Must possess mobility to work in a wastewater treatment plant and standard office setting, to operate a motor vehicle and to inspect plant and disposal facilities; strength and stamina to lift and carry 20 pounds; vision to read printed materials and a computer screen and to make inspections as noted above; and hearing and speech to communicate in person, before groups and over the telephone.