



Wastewater Treatment Plant Operations/Maintenance Manager

Purpose of the role:

Under direction, supervises, assigns, and reviews the work of staff responsible for operating and maintaining a modern advanced tertiary wastewater treatment plant on an assigned shift; ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility; acts in the absence of the Wastewater Treatment Plant Superintendent; and performs related duties as assigned.

Distinguishing Characteristics:

The Wastewater Treatment Plant Operations and Maintenance Manager assumes responsibility for planning, organizing, supervising, and overseeing all day-to-day wastewater treatment plant operations and maintenance. The incumbent in this class supervises, assigns work, and evaluates the performance of several divisions. In addition, at least 50 percent of the incumbent's time is spent performing supervisory and managerial functions. Assignments are varied and carried out with considerable judgment and independence.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans, organizes, supervises, and evaluates the work of assigned staff; develops, implements, and monitors work plans to achieve goals and objectives; supervises and participates in developing, implementing, and evaluating plans, work processes, systems, and procedures to achieve annual goals, objectives, and work standards.
- Plans, organizes, directs, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Personnel Rules and Regulations.
- Participates in the selection of plant operations and maintenance staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Establishes schedules and methods for providing plant operations and maintenance services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.

- Provides leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives, and values.
- Participates in the development of the assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends budgetary adjustments as necessary.
- Reviews all operational and laboratory data to determine if plant is operating correctly and effectively; ensures plant compliance with current waste discharge requirements as established by local, state, and federal agencies; adjusts treatment processes as necessary to meet compliance.
- Determines proper operation and process parameters for the plant and supervises their implementation.
- Works with Laboratory Supervisor to ensure appropriate process data is being generated and disseminated effectively.
- Performs the more technical and complex tasks of the work unit including preparing technical reports and performing a variety of operational calculations to improve operations and reduce costs.
- Maintains an inventory of chemicals necessary for the efficient operations of the wastewater treatment plant.
- Trains staff in new plant operations, methods, procedures, and techniques; enforces plant safety regulations.
- Assists consulting engineers with plant studies, new construction projects or plant modification projects; reviews plans; coordinates construction start-ups; coordinates any take downs of unit processes; responds to questions or plant issues from engineers during projects as necessary; ensures compliance with contract specifications, drawings and safety requirements.
- As assigned, meets with contractors, engineers, consultants, and other professionals with regard to the approval, development, preparation, monitoring and coordination of projects and repairs of a public works/engineering nature in regard to the operations and maintenance of the wastewater treatment plant. Coordinates the activities of contract employees for repairs and facility coating efforts. Provides technical support to consulting engineers working on Task Orders and larger Capital Projects. Act as a liaison to City engineering staff during construction projects.
- As assigned, identifies special construction, equipment replacement, or repair projects and oversees their completion through the use of City and contract employees.
- Responsible for contributing to and creating equipment and other asset replacement plans for the wastewater plant facility within the framework of Capital Improvement and operational budgets.
- Serves as Acting Fleet Manager for the Hill Canyon Wastewater Treatment Plant (HCTP); coordinates fleet purchases and routine maintenance with the Municipal Service Center.
- Performs the full range of Wastewater Treatment Plant Operator duties as necessary.

- Manages the HCTP's Computerized Maintenance and Management System (CMMS) work order system, including facility maintenance, preventative and predictive maintenance, and evaluates productivity of operations and maintenance personnel.
- Prepares analytical and statistical reports on operations and activities; reviews and replies to emails in regards to plant operations; maintains records and files. Prepares special reports as necessary.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Operations, services, and activities of a wastewater treatment plant program.
- Principles, practices and methods of operating and maintaining an advanced tertiary activated biosolid, anaerobic digestion, and tertiary and chemical Class V wastewater treatment plant.
- Current wastewater practices and new changes in process controls.
- Methods and techniques of wastewater treatment plant operations and discharge compliance.
- Principles of supervision, training, and performance evaluation.
- Equipment and material requirements for plant operations.
- Safety regulations associated with wastewater treatment plant operations.
- Purchasing practices and procedures, including the drafting of specifications for chemicals and equipment.
- Principles and procedures of record keeping and filing.
- Basic principles and practices of municipal budget preparation and control.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Supervise, coordinate, and direct wastewater treatment plant programs.
- Select, train, supervise, organize, and review the work of assigned staff involved in wastewater treatment plant operations and maintenance.
- Recommend and implement goals, objectives, policies, and procedures for providing wastewater treatment plant programs.
- Understand the organization and operations of the City and of outside agencies as necessary to assume assigned responsibilities.
- Supervise and participate in the operations of equipment commonly found in wastewater treatment plants.
- Monitor and maintain plant processes at an optimal and cost-effective level.

- Read and interpret technical illustrations, blueprints, maps, plans, specifications, wiring and pneumatic diagrams.
- Perform computer calculations as necessary to determine operations parameters.
- Organize, set priorities and exercise sound independent judgment within areas of responsibility.
- Maintain records and files.
- Participate in the preparation and administration of assigned budget.
- Prepare clear, concise, and comprehensive reports.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Team Builder
- Strategic Thinker
- Results Oriented
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

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

**Education and
Experience
Guidelines:**

Education:

Equivalent to completion of the twelfth grade supplemented by college level course work in chemistry, biology, or a related field. A related Bachelor of Science Degree from an accredited college or university preferred.

Experience:

Six years of responsible experience in the operation and maintenance of wastewater treatment facilities including two years of lead supervisory responsibility.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

State of California Grade IV Wastewater Treatment Plant Operator Certificate.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to work in a treatment plant and office setting and operate plant and office equipment; sit, stand, walk, reach, twist, turn, kneel, bend, squat and stoop; grasp, repetitive hand movement and fine coordination in preparing reports using a computer key board.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Wastewater treatment plant and office environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water or wastewater; work on slippery surfaces; regularly work near moving mechanical parts; and work around moderately loud noise levels.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 3/22/11

Date Revised: