

WASTEWATER MANAGER

DEFINITION

Under direction, plans, coordinates, facilitates, and manages the activities within assigned operational area of the City's Wastewater Management & Reclamation Division. Provides highly responsible and complex administrative support to management staff and Department Director.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Department Director or Assistant Director. This class exercises supervision over subordinate staff.

DISTINGUISHING CHARACTERISTICS

The Wastewater Manager directs the efficient, effective, administrative, operational and capital activities of the Wastewater Management & Reclamation Division. Incumbents plan, organize, and direct, activities which may include sewer collections, plant and facilities maintenance, treatment operations or environmental services. This class is distinguished from Assistant Public Utilities Director in that incumbents of the latter have overall responsibility for more than one division. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Plans, organizes, and manages activities within the Wastewater Management & Reclamation Division; plans, coordinates, administers, and evaluates projects, processes, procedures, systems, and standards; develops and coordinates work plans; ensures daily service is met.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned operational area; recommends and administers policies and procedures.

Consults with technical authorities concerning the overall operation and improvement of assigned programs; consults with users to resolve unusual or difficult problems.

Coordinates assigned programs with other officials and agencies, and administers agreements with these officials and agencies for facility usage.

Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and

termination procedures.

Interprets and implements federal and state wastewater & reclamation quality control programs and requirements, including industrial pretreatment.

Assures compliance to standards established by State and Federal regulatory agencies.

Develops plans, programs, and methods to accomplish the overall objectives of the division; monitors section operations to comply with applicable regulatory standards, health and safety codes, and fiscal and human resource practices.

Develops, prepares, and administers section budget, which may include capital improvement budgets; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and controls expenditures; implements adjustments.

Represents assigned section and/or Wastewater Management & Reclamation Division at a variety of meetings, advisory groups, committees, agencies, councils, and/or other related groups.

Oversees the preparation of technical studies, reports, surveys, and economic appraisals; makes recommendations based on findings; communicates pertinent information to internal and external parties.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, methods, and operational techniques in assigned area of responsibility.

Pertinent federal, state, and local laws codes and regulations including water quality control and health and safety laws and regulations.

Contracting principles and practices, including competitive bidding procedures.

Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Safety principles, practices and programs.

Principles and practices of budget preparation and administration.

Skills to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Review plans and estimates relating to assigned division projects.

Plan, organize, and direct the work of subordinate staff.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local polices, laws, and regulations.

Exercise independent judgment within general policy guidelines.

Prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Make clear and persuasive oral presentations.

Coordinate, facilitate, motivate and empower subordinate personnel to accomplish the division's mission.

Prepare and administer program budgets.

Conduct negotiations and preparing contracts; manage consultant contracts.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Understand utility operations as necessary to assume assigned responsibilities.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with major course work in engineering, sciences, administration, business or a related field; and four years of progressively responsible leadership and supervisory experience in the administration of a water utility and/or sanitary sewer collection system maintenance and rehabilitation. Additional qualifying experience may be substituted for the required education on a year-for-year basis for a maximum of two years;

OR

Associates Degree from an accredited college or university with major course work in engineering, sciences, administration, business or a related field; and six years of progressively responsible leadership and supervisory experience in the administration of a water utility and/or sanitary sewer collection system maintenance and rehabilitation;

OR

Possession of a Grade IV operator license (water treatment, wastewater treatment, distribution system, or collection system); and six years of progressively responsible leadership and supervisory experience in the administration of a water utility and/or sanitary sewer collection system maintenance and rehabilitation.

Special Requirement(s):

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Signature on File
Director of Personnel Services

DATE: 07/19/16

ATS:GAK:ch:03/01/99

Revised: TJM:scm 07/07/16