



## **CLASSIFICATION SPECIFICATION WASTEWATER OPERATIONS MANAGER**

### **JOB SUMMARY:**

Under direct supervision of the Public Works Director, the Wastewater Operations Manager oversees all operations of the Wastewater Division; Manages and performs inspections, general maintenance and repairs to City's sewer system, storm drains and waste storage areas; plans, trains, and schedules an assigned crew engaged in such work; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS:**

The Wastewater Operations Manager is responsible for the overall management of the Wastewater Division and performs highly complex maintenance, service and repairs to City sewers and storm drains. This class differs from a Maintenance Leadperson due to the level of experience and education required, complexity of work performed, direct supervision of staff, and ability to make decisions within established guidelines.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Manages and inspects the work of crews assigned to the construction and maintenance of sewers, storm drains, hazardous waste areas and F.O.G. projects; plans and coordinates the work of crews assigned to maintenance hole rehabilitation, sewer mainline rehabilitation and storm drain rehabilitation; determines work assignments and utilization of staff, equipment, and materials; and trains staff on work methods and safety procedures.
- Develops and monitors the budget for division programs and projects; attends and participates in professional group meetings; prepares staff reports; maintains a log of work activities; orders materials and supplies; obtains bids for equipment; and assists in estimating and surveying street maintenance work to be accomplished.
- Develops and maintains effective working relationships with contractors, vendors, outside agencies, the public, and City staff; confers with other professional and technical staff; coordinates work with outside agencies, contractors, and consultants; and provides sewer services and consultation to a variety of field and office personnel.
- Manages the Public Works Department Hazardous Waste Communication (HAZCOM) program which involves: Inspecting waste areas weekly to ensure they are within compliance. Maintains Safety Data Sheet (SDS) database records for all departmental chemicals used as well as, trains all staff on hazardous waste handling procedures.

Prepares waste for removal and transport. Communicates and submits waste documentation to the State (DTSC) Department of Toxic Substances Control.

- Manages the City's Fats, Oil and Grease (FOG) program, as required by the Environmental Protection Agency's National Pretreatment program. Performs plan check and revisions for Grease Removal Device (GRD) installation/modification as per the California Plumbing Code. Is the City's designated FOG Enforcement Official.
- Manages storm drain maintenance and oversees routine sewer maintenance; and inspects ditches, drainage areas, easements and roadside shoulders removing weeds and debris.
- Programs and adjusts wastewater Supervisory Control and Data Acquisition (SCADA) system communication equipment and telemetry including: floats, switches, transducers, antenna boxes and PLC's.
- Operates a variety of hand and power tools and performs maintenance on such equipment and operates power driven equipment such as aerial lift trucks, dump trucks, rollers, skid steer loader, backhoe, Closed Circuit Television (CCTV) truck and sewer combination trucks.
- Coordinates work activities with other crews and City departments; develops and maintains effective working relationships with contractors, vendors, outside agencies, the public, and City staff; confers with other professional and technical staff; coordinates work with other agencies, contractors, and consultants; and provides maintenance services and consultation to a variety of field and office personnel.
- Manages and assists with traffic control for special events by placing barricades and temporary signs.
- Provides supervision and training for subordinate staff; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Equipment operations, techniques, and methods used in the construction and maintenance of sewers, storm drains, sewer lift stations, submersible pumps, centrifugal pumps, street, landscape, and facility work; common power tools and equipment used in sewers, storm drains, street, landscape, and facility maintenance; applicable federal, state, and local laws including State Department of Health and OSHA regulations; and safety

orders and safe work practices related to street system construction and maintenance work.

- Ability to manage, create and modify work assignments using Computerized Maintenance Management Software (CMMS) systems. Also, experience with managing and editing GIS software such as ArcGIS Online is desired.
- Advanced knowledge of Dig Alert program and procedures.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Experience using wastewater collections inspection equipment such as: CCTV, portable push camera and manhole inspection attachment are desired.
- Advanced knowledge of confined space entry procedures, fall protection equipment and lock-out/tag-out procedures is desired.

**Skills/Abilities:**

- Operate a variety of vehicular and mechanical equipment in a safe and efficient manner; correctly interpret and explain applicable federal, state, and local laws; and correctly interpret and apply department policies and procedures.
- Read plans and diagrams; determine materials and labor for projects; supervise groups of employees engaged in maintenance activities; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Associates degree in Business Administration, Public Administration, Hydrology, Environmental Science or a related field.
- Five years of increasingly responsible experience in the wastewater/environmental maintenance field, with at least two years of experience in a supervisory or lead capacity.
- Desirable: Bachelor's degree in Business Administration, Public Administration, Hydrology, Environmental Science or a related field.
- Desirable: Local government experience.

**Licenses and Certifications:**

- Possession or the ability to obtain within twelve months of appointment a Grade Level 3 Certification in Collection Systems Maintenance may be is required.
- Possession or the ability to obtain within twelve months of appointment a NASSCO PACP/MACP Certification is required.
- Possession or the ability to obtain within six months of appointment a valid Class B California Driver's License is required.
- Ability to maintain a satisfactory driving record is required.

**PHYSICAL DEMANDS:**

Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

**WORK ENVIRONMENT:**

Work is performed in a standard office setting and outside. Employee will travel to different locations and be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Established Date:** July 1, 2020