

CITY OF FRESNO

620075

CHIEF OF WASTEWATER ENVIRONMENTAL SERVICES

DEFINITION

Under direction, plans, coordinates, assigns, and directs the operation and maintenance of the City's Wastewater Environmental Services Section.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from Wastewater Manager. Exercises direct supervision over the daily operations of the Wastewater Environmental Services Section including employee performance evaluations, coaching sessions and disciplinary investigations.

DISTINGUISHING CHARACTERISTICS

Chief of Wastewater Environmental Services is a single position class assigned to the Wastewater Management Division of the Department of Public Utilities. Reporting to the Wastewater Manager, the incumbent directs and coordinates the total range of activities for the Wastewater Environmental Services Section operations, including laboratory, reclamation, revenue collection, compliance and monitoring activities. Chief of Wastewater Environmental Services is distinguished from Wastewater Manager in that the incumbent of the latter is responsible for the overall operation of the Wastewater Management Division. Chief of Wastewater Environmental Services is distinguished from Supervising Environmental Control Officer and Laboratory Supervisor in that incumbents of the latter are full first-line supervisors responsible for the day-to-day wastewater environmental services operational activity areas.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Directs the City's Wastewater Environmental Services Section operations, including, but not limited to, laboratory, reclamation, revenue collection, compliance and monitoring activities.

Assists the Wastewater Manager in developing and implementing strategic and long-range plans, goals, and basic operating policies and procedures; monitors performance to maintain cost effectiveness; identifies fiscal, staffing and resource requirements; participates in goal setting, budgeting, revenue development and maintenance, strategic planning and organizational development; identifies barriers to goal achievement, recommends and implements solutions; provides technical advice and.

Develops and reviews wastewater environmental services operations improvement plans and specifications.

Conducts employee performance evaluations, coaching sessions and disciplinary investigations; assists in developing and implementing safety and training programs; identifies skill

enhancement needs, training requirements, and facilitation opportunities and strategies; prepares and conducts operationally-based training and education programs.

Monitors operations and services to ensure compliance with federal, state and local statutes, rules and regulations.

Assists in and prepares multi year capital improvement plans and programs; conducts and compiles cost benefit analyses and costing data; develops, estimates, and determines equipment and material purchasing requirements and needs according to policies and procedures.

Directs the preparation, evaluation and maintenance of environmental services record keeping systems; prepares, evaluates and maintains time records, material usage and work performance data; directs project management activities; prepares or directs the preparation of Council reports, logs memoranda, correspondence, federal, state and local reports, and other.

Directs responses to public concerns and customer complaints; coordinates operational and services activities with other city divisions, departments, utilities and public agencies.

Performs **other** duties as **assigned**.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Extensive Knowledge of:

And ability to interpret, analyze and enforce federal, state, and local statutes, codes, rules, regulations, procedures and practices governing, but not limited to, water, wastewater and biosolids.

Considerable Knowledge of:

The principles, practices, methods, materials, procedures, facilities and equipment used in bacteriology, organic chemistry and inorganic chemistry.

Contemporary principles, practices, methods, materials, procedures, facilities and equipment used for site inspections, sample collection and preservation, chain of custody, approved testing methods, and the toxic constituents of wastewater.

The types, installation, operation and maintenance of pretreatment and industrial waste control equipment, including flow measurement devices and related equipment.

Knowledge of:

Safety programs and practices applicable to wastewater environmental services operations.

Contemporary management practices, effective supervisory skills and employee development techniques.

Skills to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Establish and maintain effective working relationships at all organizational levels, including the public.

Establish and maintain effective record keeping systems and prepare a variety of comprehensive administrative and technical reports.

Communicate effectively orally and in writing.

Lead, coordinate, facilitate, motivate and empower staff.

Critically and analytically think and apply.

MINIMUM QUALIFICATIONS

Experience:

At least two (2) years experience supervising in a laboratory, environmental control or industrial waste environment.

AND

Education:

Graduation from an accredited college or university with a Bachelor's Degree in chemistry, microbiology, environmental science, or closely related field as determined by the department director/designee.

Special Requirements:

Possession at time of appointment, and continued maintenance of a valid California Driver's License.

Possession at time of appointment, and continued maintenance of a valid California Water Environment Association Grade IV Certification as either an Industrial Waste Inspector or Laboratory Analyst is desirable.

APPROVED: _____
Director

DATE: _____