

WATER / WASTEWATER MANAGER—CERTIFIED

DEFINITION

Under direction, plans, coordinates, facilitates, and manages the activities of operational areas, which require state certification within a Water or Wastewater 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 assigned staff.

DISTINGUISHING CHARACTERISTICS

The Water / Wastewater Manager—Certified manages the efficient, effective, administrative, operational and capital activities of the Water Division or the Wastewater Management & Reclamation Division. Incumbents in the Water Division manages municipal water distribution, production, backflow, recharge, treatment, and/or recycled water. Incumbents in the Wastewater Management & Reclamation Division manages collections system maintenance and/or treatment operations. Incumbents of this class may act as the Chief Plant Operator or equivalent, based on area of assignment. 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 are not limited to, the following:

Monitors operations to comply with applicable regulatory standards, health and safety codes, and fiscal and human resource practices.

Operation and maintenance of water production, distribution, recycled water, and recharge systems, treatment equipment, machinery, and facilities.

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

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

Plans, organizes, and manages activities within the Water Division or 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.

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

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

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

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

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.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of engineering as applied to municipal water or wastewater systems and operations.

Work standards and practices in the various construction trades, which relate to Municipal/public water or wastewater systems operations.

Operation and maintenance of production, distribution,, treatment, collections, equipment, and machinery.

Pertinent federal, state, and local laws, codes and regulations including quality control and health and safety laws and regulations, based on area of assignment.

Contracting principles and practices, including competitive bidding procedures.

Safety principles, practices and programs.

Principles and practices of budget preparation and administration.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

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

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

Make clear and persuasive oral presentations.

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

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

Prepare and administer program budgets.

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

Understand utility operations as necessary to assume assigned responsibilities.

MINIMUM QUALIFICATIONS

For assignment to Surface Water Treatment Operations, possession of a valid Water Treatment Operator Certificate, Grade T5, issued by the California State Water Resources Control Board and six years of supervisory experience in the treatment of a municipal water system.

For assignment to Water Distribution Operations, possession and continued maintenance of a valid Water Distribution Operator Certificate, Grade D4, issued by the California State Water Resources Control Board and six (6) years of supervisory

experience in the administration of a water utility, which includes water distribution, production, recharge systems, backflow, electrical telemetry, and/or conservation operations.

For assignment to the Wastewater Treatment Operations, possession of a valid Wastewater Treatment Plant Operation Grade V (5) Certificate from the State Water Resources Control Board AND six (6) years of progressively responsible lead and/or supervisory experience in wastewater treatment.

For assignment to the Wastewater Collection System Maintenance Operations, possession of a Collection System Maintenance Grade IV (4) Certificate issued by the California Water Environment Association AND six (6) years of progressively responsible lead and/or supervisory experience in the administration of a sanitary sewer collection system maintenance and rehabilitation.

Special Requirement(s):

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

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 4/15/2019

New: 04/14/2019