

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 assigned staff.

DISTINGUISHING CHARACTERISTICS

The Wastewater Manager manages the efficient, effective, administrative, operational and capital activities of the Wastewater Management & Reclamation Division. Incumbents plan, organize, and manage, activities which may include, plant and facilities maintenance 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 class differs from Water / Wastewater Manager—Certified in that the latter manages a Water or Wastewater area that requires a California State certification. 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.

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.

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.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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

Contracting principles and practices, including competitive bidding procedures.

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

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:

Review plans and estimates relating to assigned division projects.

Plan, organize, and direct the work of assigned 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

For assignment to Environmental Services operational area: Bachelor's degree from an accredited college or university in chemistry, microbiology, environmental science, or closely related field; AND two (2) years of supervisory experience in the environmental laboratory, environmental control or industrial waste environment. Possession and continued maintenance of a valid California Water Environment Association Grade IV (4) Certification as either an Industrial; Waste Inspector or Laboratory Analyst is desirable.

For assignment to the Facilities Maintenance operation area: Six (6) years of progressively responsible lead and/or supervisory experience in the maintenance of water or wastewater treatment facilities, or a large industrial setting. Bachelor's degree from an accredited college or university in engineering, industrial technology or related field may be substituted for required experience on a year for year basis up to a maximum of four (4) years. A CWEA Mechanical Technologist or Electrical Instrumentation Grade IV Certificate is desirable.

Special Requirement(s):

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

NOTE: Recruitment may be limited to a specific operational area of expertise. Operational areas of expertise include, but are not limited to, those detailed below:

1. Environmental Science
2. Facilities Maintenance

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 4/15/2019

ATS:GAK:ch:03/01/99

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