

City of Watsonville

Job Description



JOB TITLE: Wastewater Division Manager

DATE APPROVED:

DEPARTMENT: Public Works & Utilities

SUPERSEDES: January 1991

REPORTS TO: Public Works & Utilities Director and Assistant Public Works & Utilities Director

SUPERVISION: Collection Systems Manager, Wastewater Treatment Plant Lead Operator, Utilities Maintenance Supervisor

EMPLOYEE UNIT: Management

FLSA : EXEMPT

JOB SUMMARY:

To plan, organize, and supervise the administration, operation, and maintenance of the City's wastewater conveyance, treatment, and recycling facilities to ensure efficient operation and compliance with applicable regulations and standards; may oversee and administer the City's wastewater source control program; to develop division policies, and to develop and monitor division budgets; to coordinate the work of engineering and other consultants; to assist in the establishment and administration of the wastewater revenue program. Employees in this classification receive administrative direction within a framework of general guidelines and exercise supervision over subordinate supervisors.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Manages and directs the activities of the City's wastewater operations
- May serve as the registered Chief Plant Operator (CPO) if in possession of a Grade V Wastewater Treatment Plant Operator certificate issued by the California State Water Resources Control Board (SWRCB)
- Participates in the selection of staff; provides for their training and development; prepares performance appraisals and recommendations for disciplinary actions, wage and salary actions, promotions, and related negotiating and establishing permit conditions and compliance
- Analyzes complex issues and problems related to areas of responsibility, evaluates alternatives, and develops and recommends effective courses of action

- Prepares and reviews a variety of technical studies, feasibility studies, reports, and correspondence
- Makes presentations and serves on a variety of committees to work with regulatory agencies, the public, elected officials, and other agencies
- Ensures the effective utilization of equipment, material, and other resources of the department through review of records, review and approval of requisitions
- Plans and prepares requests for proposals, reviews contracts negotiates for optimal cost; reviews progress payment requests; and otherwise manages contract costs
- Assists in the development and implementation of policies and procedures and other general administration for the department
- Performs related duties similar to the above in scope and function as required
- Makes presentations regarding the wastewater division to the City Council, other City commissions, and community groups

EMPLOYMENT STANDARDS

Knowledge of:

- principles and techniques of supervision including staffing, employee development, and planning and organizing work
- principles and practices of wastewater collection and treatment including wastewater source control and revenue program development and administration
- laws, codes, regulations and ordinances affecting wastewater facility operation and administration
- applicable City policies, procedures, and memoranda of understanding related to maintenance and construction, budgeting, finance, and personnel
- general administrative practices including budget development and management, and contract administration

Ability to:

- plan, organize, and supervise work, including providing for employee training and development, and appraisal
- assist in formulating, evaluating and making recommendations on policies and procedures affecting the provision of designated public works services
- prepare effective technical reports and correspondence
- make effective presentations to elected officials, the public, and regulatory and other agencies
- prepare and manage a budget including capital improvements financing, and consultant contract management
- review and evaluate technical engineering and maintenance information, reports and recommendations
- effectively and tactfully communicate in both oral and written forms

- establish and maintain effective work relationships with those contacted in the employment actions
- Assists and participates in design, bidding, construction and grant management of the City's wastewater facilities capital improvement
- May oversee administration of the City's industrial source control program
- Represents the City as liaison to the Environmental Protection Agency, the Water Resources Control Board, the Regional Water Quality Control Board and other regulatory agencies in performance of required duties

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform required duties
- Hear and distinguish various sounds, such as voices of co-workers in noisy environments, cell phone, etc.
- Drive an automobile and light, medium, and heavy equipment
- Intermittently bend and twist to reach equipment surrounding desk and climb into and out of trucks, automobiles and heavy equipment
- Walk on uneven surfaces
- Work outside in inclement weather

TRAINING AND EXPERIENCE:

Any combination of training and experience, which provides the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Advanced educational training in wastewater treatment and chemistry, engineering, or related subjects. Five years of increasingly responsible experience in the operation, maintenance, or design of wastewater conveyance or treatment facilities including at least two years in a supervisory or administrative capacity in the operation of publicly owned wastewater collection and treatment facilities.

LICENSE & CERTIFICATION:

- Possession and continued maintenance of a valid California Class C driver's license with a safe driving record.
- Highly desired: Possession of a Grade IV or Grade V Wastewater Treatment Plant Operator certificate issued by the California State Water Resources Control Board (SWRCB) or a state with reciprocity.