

	Job Classification:	Plant Operations Manager
	Representation:	Management and Confidential Unit
	Wage Schedule Range:	27
	FLSA:	Exempt
	Effective Date:	October 2015
	Revision Date:	March 2018

Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Under general direction this single position class assists in the day to day management, maintenance and repair of the water and wastewater treatment facilities. An incumbent in this position will assist the Director of Operations on regulatory compliance support, permitting, budgetary planning and administration, purchasing, cost control, and general management issues of the department; assure the District water and wastewater operations meet applicable laws, regulations and District policies; provide expert professional assistance to the Director of Operations; is responsible for the safety training program and compliance.

Supervision Received and Exercised

General direction is given by the Director of Operations. Direct and general supervision is exercised to water and wastewater treatment plant operators and general supervision may be exercised to Administrative staff of the Operations Department. May have lead responsibilities over multidisciplinary teams for a specific task or project.

Essential Duties - The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

- Assist the Director of Operations or consultants with the preparation of permit support documentation for new or revised permits and specialized reports related to permitting activities.
- Interact orally and in writing with local, state, and federal regulatory compliance personnel on permitting and compliance issues; conduct site visits of District facilities and assist with preparation of responses to inquiries/notices from local, state, and federal agency personnel.
- Coordinate the interpretation, communication, implementation, and training of applicable environmental, legal, regulatory, and program requirements to staff; coordinates with staff to update facility operational documents and procedures to

ensure compliance with new regulations.

- Present to staff, the Board, and the public information on environmental and regulatory compliance to enhance understanding and resolve problems.
- Direct the District's water quality monitoring program; monitor and interpret laboratory and operational data/results.
- Assist in representing the department and the District in meetings with the Board of Directors, governmental agencies, members of business/industrial groups, and the public.
- Prepare and ensure completion and submittal of required regulatory reports for routine monthly, quarterly, and/or annual reports as required in permits; note inconsistencies; ensure correction of errors.
- Assist with coordination and preparation of a wide variety of research, reports and presentations for management and the Board related to regulatory planning and analysis activities, grant applications, etc.
- Participate in professional associations representing the water and wastewater industry to ensure current knowledge of upcoming regulatory proposals.
- Assist in the creation, implementation, and administration of goals, objectives, policies, procedures and work standards for the department.
- Provide technical information and make recommendations for improvement in water and wastewater treatment plant facilities to District departments and consultants.
- Participate in and provide input for the District's capital improvement program, including assisting the engineering department in determining facility needs and provide project oversight as needed.
- Assist in the development and planning of the Operations department budget; assist in budget implementation, participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget,
- Supervise, interact, and motivate staff to ensure adherence to District policy, procedures, and regulatory programs; conducts at a minimum yearly performance evaluations for treatment plant operators.
- Participates in staff selection, assists in training and professional development of assigned staff; recommend discipline when necessary; confer with others relative to personnel actions to provide policy guidance and interpretation to assigned staff.
- Plan, organize and administer the work of water and wastewater treatment plant.
- Implement policies and procedures to meet regulatory, department and District needs.
- Monitor changes in laws, regulations and technology that may affect assigned areas of operation; implement procedural changes as required to meet legal requirements.
- Develop, plan, maintain, administer, and enforce District programs, policies, and procedures related to maintaining a safe and healthy work environment in compliance with Federal and State Occupational Safety and Health Administration (OSHA) rules and regulations including District's IIPP, safety manual, Safety Committee, training program, safety inspection of facilities and disaster preparedness plan.
- In coordination with Human Resources, manage training record database and

compliance; assist with the injury investigations and management of medical treatment under the District's Workers Compensation program.

- Research new sources for vendors; obtain bids and price quotes from vendors through informal and formal request for bids (RFB) and requests for proposals (RFP).
- Perform a variety of procurement and purchasing-related duties; review and monitor purchase orders and requisitions for accuracy; respond to inquiries and clarify information regarding purchasing process; monitor contracts to ensure compliance with purchasing requirements and District policy.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

Qualifications - Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Knowledge of:

- Principles and practices of the development, construction, operations, maintenance and management of water and wastewater treatment plants, as well as distribution and wastewater collection systems and environmental planning.
- Planning, organizing, administrating, coordinating, reviewing, and evaluating a comprehensive program in water and wastewater systems and facilities construction, operation and maintenance.
- Federal, State, and local laws, rules and regulations governing water and wastewater treatment.
- Administrative principles and practices, including goal setting, program development, budget development and administration, effective personnel management, and techniques for effectively presenting concepts, costs, and activities to staff, technical groups, and the public.
- Principles in complex chemical, biological, and mathematical equations.
- SCADA systems and operations.
- Current and new work methods, techniques, technologies, equipment, and programs used in the operation and maintenance of treated water and wastewater facilities.
- Pertinent State, Federal and local laws, ordinances, rules and regulations pertaining to workplace safety.
- Techniques for developing and conducting safety training programs; safety policy development and implementation.
- Principles and practices of conducting workplace accident investigations.
- Principles and practices of effective customer service.

- Microsoft Office Suite programs for word processing and spreadsheets.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.
- Principles of personnel management including supervision, work planning, training, employee development and annual performance evaluations.

Ability to:

- Analyze, evaluate, and communicate complex environmental and other regulations covering water and wastewater.
- Coordinate District resources in a multi-disciplinary approach.
- Develop, control and administer departmental budget and expenditures; perform cost control measures; and prepare budget/cost related reports.
- Knowledge and use of database searching tools to explore regulatory and legal documentation maintained on-line by various federal, state, and local agencies.
- Analyze problems and recognize unusual, inefficient or dangerous operating conditions and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Implement goals, objectives, policies, procedures, work standards and internal controls for the department.
- Organize, direct, supervise, train, motivate, coach, and evaluate the water and wastewater treatment plant operator personnel.
- Interpret and consistently apply State, Federal, and District policies, procedures, rules and regulations.
- Read and interpret plans, specifications and diagrams used in the design and construction of water and wastewater treatment plants.
- Be available to respond to emergency situations at a water and/or wastewater treatment plant facility during non-business work hours.
- Maintain a high level of confidentiality with discretionary knowledge.
- Exercise leadership, authority, and management tactfully and effectively.
- Safely operate a motor vehicle and other work related equipment and tools.
- Use a computer, tablet, smartphone, etc. and related software programs for reports, preventive maintenance, and personnel duties.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.

- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, fax machine, and laminator.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, e-mail, internet and an integrated accounting software package.
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public in one-to-one and group settings.
- Be adaptable to performing under varying levels of stress; and to deal with people beyond giving and receiving instructions.
- Recognize and resolve conflict situations in the work place, including planning for them, solving them when they occur, and communicating outcomes reached.
- Provide leadership and management of the department through coaching and facilitating employees working in a team environment.

Education and Experience - *Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:*

- Equivalent to graduation from an accredited four year college or university with major course work in Business Administration, Public Administration, Environmental Science, Engineering or related field is desirable.
- A minimum of six (6) years of water/wastewater facility operation experience, including four (4) years of progressively responsible experience managing regulatory issues and administrative analytical responsibilities in the public sector environment.
- Four (4) years of supervisory responsibility is highly desirable.

Licenses and Certifications

- Valid California Driver’s License issued by the California Department of Motor Vehicles, or the ability to obtain, and a satisfactory driving record.
- Grade 3 Water Treatment Operator certification from the State Water Resources Control Board or the ability to obtain one within 18 months of employment.
- Grade 3 Wastewater Treatment Plant Operator certification from the State Water Resources Control Board or the ability to obtain one within 18 months of employment.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit at a desk and in meetings for long periods of time, on a continuous basis; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation with fingers; reach with hands and arms; use a telephone or other electronic communication devices; stand for long periods of times; communicate orally and through written means; use standard office equipment such as computers, copiers, and FAX machines; write or use a keyboard to perform assigned duties; bend, squat, stoop, crouch, climb, kneel and twist while checking equipment;

occasionally climb stairs, stoop, kneel, crouch, or walk and/or stand on slippery surfaces; occasionally lift and/or move up to 25 pounds; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Work is generally carried out in a typical office setting with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Regular field visits requiring the operation of a motor vehicle and occasionally traversing uneven terrain and inclement weather field may be required where the employee may be exposed to weather extremes of heat and cold, allergens, high level of noise, fumes or airborne particles, and toxic or caustic chemicals.

Additional Requirements:

- 18 years of age.
- Eligible to work in the United States.