

WATER UTILITIES DIVISION MANAGER
WASTEWATER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, plan, organize and direct the operation of wastewater treatment plants, plant maintenance, laboratory, collections and SCADA services and activities for the Department of Water Utilities; to ensure work quality and adherence to established policies and procedures; and to perform other duties as assigned.

EXAMPLES OF DUTIES - *Examples of duties performed by incumbents in the class may not include all required duties. The class specification is intended to present a descriptive list of the range of duties performed by the incumbent.*

Plans, organizes, prioritizes, assigns, manages, and reviews the work of staff responsible for the maintenance and operations of wastewater treatment plants, laboratory, field collections and maintenance, and SCADA; reviews project progress and prepares status reports for the Water Utilities Director; develops recommendations for solutions to administrative issues; develops long range plans and programs; reviews, analyzes, develops and implements strategies regarding Federal, State, and local legislation; prepares extensive analytical studies, projects and staff reports; may make presentations to City Council, community groups and other governmental officials; participates in long range planning; assists with the preparation and administration of the departmental budget; conducts research projects; identifies and evaluates opportunities to improve efficiency; formulates recommendations and implementation plans for solutions to management and operational issues; determines the effectiveness of selected programs; provides effective management; participates in the development of policies and procedures; monitors work activities to ensure compliance with state and federal laws, established policies and procedures; ensures compliance with contracts; responds to and resolves difficult and sensitive citizen inquiries and complaints; establishes and maintains safety programs; monitors expenditures; and performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices and operational characteristics of a comprehensive wastewater treatment; program management;
- Materials, methods and practices and equipment used in wastewater systems maintenance and repair activities;
- Principles of biology, chemistry and mathematics related to water treatment;
- Mechanical and electrical systems;
- Principles and practices of project management and coordination;

- Principles and practices of construction;
- Methods and techniques of contract negotiation and administration;
- Occupational safety hazards and safe work practices;
- Principles of municipal budget preparation and control;
- Principles and practices of management, training and performance evaluation; and
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Plan, prepare and implement long-range plans for the Water Utilities Division;
- Plan, organize, and manage professional and support staff;
- Prepare and organize work with a high degree of independence;
- Analyze maintenance needs and recommend appropriate action;
- Administer and effectively manage projects and associated contracts;
- Read, interpret and analyze various specifications, drawings and plans;
- Ensure project compliance with federal and state related laws and established policies and procedures;
- Respond to requests and inquiries from the general public;
- Interpret and explain City policies and procedures;
- Prepare clear and concise reports;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience: Five years of progressively responsible experience with a minimum of three years at the supervisory level, in the public and/or private sector that demonstrates the ability to successfully perform the duties of a Water Utilities Division Manager.

Training: A Bachelor's degree from an accredited college or university in Environmental Science, Public Administration, Business Administration or a closely related field is desirable.

Certificate: Possession of a Grade V Wastewater Treatment Plant Operator certificate.

License: Possession of a valid California driver's license at the time of appointment. Must maintain a valid California driver's license as a condition of continued employment.

WORKING CONDITIONS

Environmental Conditions: Although the primary working condition is an office environment. may be exposed to noise, dust, grease, smoke, fumes, gases, and potentially hazardous conditions.

Physical Conditions: Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles; visual acuity for reading reports and contracts.