CITY OF SANTA CRUZ
WASTEWATER TREATMENT FACILITY OPERATIONS MANAGER

Reports to: **Superintendent of Wastewater Treatment Plant**
Supervises: **Operations, Mechanical and Electrical Maintenance Classifications**
Bargaining Unit: **Management**

BASIC FUNCTION

Under general direction, plans, supervises, coordinates and administers the activities, operations and maintenance of the City's wastewater treatment facility; coordinates activities with other divisions, departments and outside agencies or organizations; assists in establishing department goals, objectives, policies and procedures; serves as a technical resource for assigned staff; oversees training in hazardous material and emergency response procedures; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The **Wastewater Treatment Facility Operations Manager** is the management level classification responsible for overseeing the activities of the operations and maintenance divisions of the City's wastewater treatment facility. The Wastewater Treatment Facility Operations Manager assists the Superintendent in planning and directing the 24-hour, seven-day-per-week operation of the plant. The incumbent is expected to exercise resourcefulness and initiative to resolve unusual situations or problems as they arise. This classification is distinguished from the next higher level classification of Superintendent of Wastewater Treatment Plant in that the latter is responsible for the overall management of the wastewater treatment facility.

TYPICAL DUTIES *(May include but are not limited to the following):*

- Plans, manages, supervises, coordinates and administers the activities of the operations and maintenance divisions of the City's wastewater treatment facility, including coordinating and reviewing the work plan for plant operations and routine and specialized maintenance; provides administrative and technical direction to department staff; interprets regulations, policies and procedures for plant personnel; coordinates activities with other divisions, City departments, outside agencies and organizations; advises the Superintendent of the Wastewater Treatment Plant of the status of plant operations and personnel issues as appropriate.
- Coordinates the selection, orientation, training and evaluation programs for assigned personnel; identifies and resolves staff training needs; provides and/or coordinates staff training; oversees training in hazardous material and emergency response procedures; conducts performance evaluations; resolves personnel related issues; develops work schedules and assigns division work activities.
- Plans system and operations improvements utilizing new technology; monitors and keeps informed of current trends in the field of wastewater operations, including legislation and professional practices and techniques; recommends policy, procedural and equipment modifications accordingly; interprets and ensures compliance with applicable federal, state and local laws, codes, regulations and standards; ensures that plant personnel are trained regarding new developments in methods and technology.
- Supervises and participates in the development and implementation of division goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting division goals; ensures that goals are achieved.

- Assists the Superintendent in developing and monitoring the division's budget; participates in the forecast of necessary funds for staffing, materials and supplies; administers and monitors the approved budget; discusses and resolves budget issues with staff; implements budget adjustments as necessary.
- Responds to complex and difficult inquiries and requests for information; provides information and resolves service issues or complaints; represents the department to other City departments, other agencies and the public; establishes and maintains a customer service orientation within the division; may conduct tour facilities.
- Maintains plant operations and maintenance logs and inventories of parts, chemicals, supplies and tools; prepares estimates and requisitions for tools, equipment, supplies and services.
- May perform duties of subordinate staff as necessary.
- May act as the division head in the absence of the Superintendent of the Wastewater Treatment Plant.
- May be called on during off hours to assist with emergencies related to plant operations and maintenance.

WORKING CONDITIONS:
Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work, performing maintenance on assigned equipment and reading documents. The need to lift, carry and push tools, equipment and supplies weighing up to 50 pounds is also required. Additionally, the incumbent in this position may be exposed to biohazards and a variety of working conditions, including mechanical and electrical hazards, loud noise, wet, heat and cold. The incumbent may use cleaning and lubricating chemicals and may be exposed to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and may work in confined spaces. The incumbent may be required to respond to after hours emergency call outs. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS
Knowledge and Abilities

Thorough knowledge of:
- mechanical, electrical and hydraulic principles related to wastewater treatment plant operations.
- the current principles, practices and regulations related to the treatment processes of the wastewater plant, including standard quality tests.
- the operation of pumps, motors, valves, metering control systems and chemical feed equipment.
- safety procedures pertaining to plant operations, including techniques for handling and storing hazardous chemicals.
- chemistry and mathematics used in the operation of a wastewater treatment facility.

Working knowledge of:

- principles and practices of supervision, training and staff development.
- computer systems used for gathering and analyzing information, such as Supervisory Control and Data Acquisition (SCADA) Systems.

Ability to:

- analyze complex wastewater treatment plant operations and maintenance issues, and develop and implement appropriate responses.
- supervise, train and evaluate assigned staff.
- develop and coordinate work programs and schedules.
- assist in developing and administering the division budget.
- prepare clear and concise written reports and correspondence.
- perform mathematical calculations.
- operate, adjust and maintain wastewater treatment systems.
- recognize unusual or dangerous operating conditions and make sound judgments within established guidelines.
- read and interpret maps, sketches, drawings, specifications and technical manuals and record data accurately.
- understand, interpret and explain technical regulations, procedures and information.
- apply complex principles, practices, techniques and regulations pertaining to wastewater facility operations and communicate that information to others.
- manage and monitor complex wastewater treatment systems.
- observe safety principles and work in a safe manner.
- communicate clearly and concisely, both orally and in writing.
- represent the City's wastewater treatment functions to other governmental agencies and community groups.
- establish and maintain effective working relationships.

OTHER REQUIREMENTS

- Willingness to work nights, weekends, holidays and overtime as necessary.
- Must reside within a 30 minute response time to the plant by end of the probationary period.

Education and Experience:

Any combination of education and experience that provides the knowledge and abilities required may be qualifying. A typical way to obtain these requirements would be:

- High school graduation or equivalent and four years of increasingly responsible experience performing operations and/or maintenance in a wastewater treatment facility including one year of supervisory experience.

Licenses and Certificates

- Possession and continued maintenance of a valid California driver's license and a safe driving record.
- Possession and continued maintenance of a Grade IV Wastewater Plant Operator's Certificate from the California State Water Resource Control Board.

DESIRABLE QUALIFICATIONS

- College level coursework related to wastewater treatment.

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