CITY OF SANTA CRUZ
WASTEWATER MAINS MANAGER

Reports to:	Superintendent of Wastewater Collection and Treatment Facility
Supervises:	Wastewater Mains Field Crew Leader, Plant Maintenance Mechanics and other staff as assigned
Bargaining Unit:	Management

BASIC FUNCTION:

Under direction, plans, coordinates, directs, supervises and evaluates maintenance, construction and repair activities within the Wastewater Mains Division of the Public Works Department; oversees programs and operations associated with assigned activities, including flood control, and sanitary sewer activities and serves as a technical expert for assigned staff; plans work programs, supervises employees, assists with the development and control of budgets, and develops and implements policies and procedures for assigned activities; ensures safe work practices and work quality; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Wastewater Mains Manager** is responsible for supervising and coordinating the work of the Wastewater Mains Division, managing related budgets, performing mid-and long-range planning, and coordinating work with other agencies and regulatory bodies. The incumbent supervises supervisory and maintenance staff, and manages special projects within the division. This position is distinguished from the higher level Superintendent of Wastewater Collection and Treatment Facility in that the latter is a division manager and is responsible for planning, organizing, and directing, through subordinate staff, the administrative and operational activities of the Wastewater Treatment Facility. This position is distinguished from the next lower classification of Wastewater Mains Field Crew Leader by the former's responsibility for the management and coordination of the division's activities.

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

- Provides management oversight and direction to the sanitary sewer and flood control activities.
- Develops and implements effective work programs, techniques and procedures for the wastewater mains collection system operations and activities, including those related to storm drains, pumping, and piping systems.
- Responsible for the maintenance and operation of the wastewater mains system, wastewater mains lift stations, storm water mains systems and storm water pumping stations located throughout the City.

- Monitors construction and maintenance projects to ensure timely and cost effective completion; maintains standards for materials and construction; regularly inspects work in progress and provides technical direction as needed; troubleshoots and develops solutions for complex technical problems.
- Manages the Public Works and Parks Departments' after hours emergency response program; coordinates and monitors activities of participating staff members; schedules and conducts training; communicates with Risk Manager regarding losses; performs related administrative tasks, including billing of property owners.
- Coordinates sanitary sewer and flood control maintenance and construction projects with the engineering division, other City departments, independent contractors, local, state and federal agencies, and customers.
- Maintains records, logs and inventories, and prepares monthly reports on wastewater mains related activities; prepares other reports and correspondence as required.
- Receives, investigates and responds to the more complex inquiries and complaints regarding assigned activities; resolves technical and operational problems.
- Oversees the operation of the landfill leachate system, including monitoring and maintaining pumps, motors, pipelines, ponds and pond levels.
- Directs and implements safety and training programs; coordinates employee selection; reviews or prepares performance evaluations; and assists subordinates in resolving technical problems and disciplinary issues.
- Develops and enforces field operations' policies, procedures, work standards and rules, ensuring compliance with Citywide policies and procedures.
- Prepares the preliminary budget proposal for the wastewater mains division; develops time and material estimates and recommends major equipment purchases and operational changes; implements and controls the approved budget.
- May be called on during off-duty hours to assist with emergencies related to division activities.
- Assists the Superintendent of Wastewater Collection and Treatment Facility with establishment of division performance goals, long-range planning and budget development; performs special projects as assigned.
- Ensures compliance with National Pollution Discharge Elimination System (NPDES) regulations, and coordinates annual reporting.
- Oversees or assists in the negotiation of contracts; monitors and administers contracts to ensure compliance with City policies and timely completion of projects.
- Meets with various local, state and federal agencies, public and private organizations, vendors, contractors, citizens and community groups.

ENVIRONMENTAL AND WORKING CONDITIONS:

Position requires prolonged sitting, walking, and standing; twisting, kneeling, squatting, stooping, and reaching; lifting of items weighing up to 75 pounds, such as a pump or valve, and pushing and dragging very heavy equipment, such as when assisting with moving a man-hole frame/cover assembly. Explosive strength is required when lifting and moving equipment. Stamina is needed when working extra hours during emergency situations. The position also requires repetitive hand movements and hand and finger dexterity when using a computer key board, assembling pumps, performing electrical work, and installing gaskets. Additionally, the

position requires near vision in reading documents and using the computer, and far vision when driving. Acute hearing is required when providing phone and personal service, and when working at noisy construction sites. Work is performed both indoors and outdoors, in all weather conditions, including heat, cold, and wet. Incumbents will be exposed to dust, pollen, odors, vibration, and moving objects, such as rotating overhead cranes, may be exposed to gasoline when fueling vehicles, and will work at heights of up to 30 feet when inspecting equipment. The nature of the work will also require the incumbent to occasionally work in confined spaces, construction zones and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS *(Knowledge, Skills and Abilities)*:

Thorough Knowledge of:

- the techniques, equipment and materials used in the construction, maintenance and repair of wastewater and storm water mains systems, including supporting systems and pumping systems.
- building, construction, electrical and mechanical trades, tools and equipment related to wastewater collection and pumping systems.

Working Knowledge of:

- the principles and practices of employee supervision, motivation, training, and appraisal.
- work related safety requirements, procedures and practices.
- the principles and practices of planning, budgeting and directing wastewater mains and pumping facility construction and maintenance projects.
- the National Pollutant Discharge Elimination System (NPDES) as related to wastewater and storm water collection and pumping stations.

Some Knowledge of:

- methods and techniques of budget monitoring and control.

Ability to:

- plan, organize, supervise and coordinate public works maintenance activities.
- effectively resolve complex technical and maintenance problems.
- plan, organize, direct, supervise, train, and review the work of staff.
- provide leadership, motivate staff, and resolve disputes.
- make budget recommendations and monitor the budget for supervised activity.
- prepare and maintain accurate paperwork, such as records, orders and reports.
- use computer programs for information management and maintenance management.
- read blue prints, construction drawings and markers.
- recognize unusual or dangerous operating conditions and make sound judgments to resolve such situations.
- operate power tools and equipment related to the construction maintenance trades.

- operate commercial vehicles and construction equipment, such as backhoes and loaders.
- perform maintenance and repairs on tools and equipment, including electrical and mechanical equipment.
- perform maintenance tasks associated with wastewater mains systems and work in underground confined spaces that may involve the use of respiratory protection equipment.
- communicate effectively both verbally and in writing.
- interpret, apply and explain laws, regulations, standards, policies and procedures.
- establish and maintain effective working relationships with those contacted in the course of work, including City staff, contractors, regulatory agency personnel, other public and private agencies and organizations, and the public.

Education and Experience:

Any combination of education and experience that has provided the required knowledge, skills and abilities may be qualifying. A typical way of obtaining the required qualifications is to possess:

- High school graduation or tested equivalent and five (5) years of progressively responsible experience in the installation, maintenance, and repair of wastewater mains systems, with at least three (3) of those years at a lead or supervisory level.

Licenses/Certificates:

- Possession at time of hire and continued maintenance of a valid California Class B driver's license with proper endorsements and a safe driving record.
- Possession of a California Water Environment Association (C.W.E.A.) Grade II certification and the ability to obtain a Grade III certification within two (2) years of appointment.

OTHER REQUIREMENTS:

Must reside within a 45-minute response time by end of the probationary period. Must be clean-shaven at all times as required to wear respiratory protection equipment.

DESIRABLE QUALIFICATIONS:

- Possession and continued maintenance of a valid California Class A driver's license with proper endorsements and a safe driving record.
- Advanced C.W.E.A. certification in Wastewater Collection, Electrica1/Instrumentation, Industrial Waste Treatment Plant Operation, and/or Mechanical Technology.
- Possession and continued maintenance of basic first aid and C.P.R. certification.
- Demonstrated experience using computerized maintenance management systems.

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