

CITY OF SALINAS

WASTEWATER MANAGER

BARGAINING UNIT/CLASS CODE

AMPS / NO4

DEFINITION

Under general direction plan, organize, direct, and review the work in a Wastewater Division, including sanitary sewers, storm water sewers, and an industrial wastewater sewer treatment facility; to provide high level staff and technical support for Public Works operations.

DISTINGUISHING CHARACTERISTICS

This is a single position classification responsible for technical and administrative operations of a specified and complex Wastewater Division.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Maintenance Services Director. Exercises direction and general supervision over supervisory, maintenance, technical and clerical personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Direct a City-wide maintenance for sanitary sewers, storm water sewers and an industrial wastewater facility. Provide operations supervision of a wastewater treatment plant, including on-going liaison with the California Water Quality Control Board. Oversee and administer the activities of sanitary sewer collections and maintenance, including representing the City to all involved outside agencies regulating these activities. Participate in the development and implementation of goals, objectives, policies and priorities for the Maintenance Services Department; recommend and implement policies and procedures. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; assist with implementation of improvements. Act as the City's operational representative for all National Pollution Discharge Elimination Systems (NPDES) activities. Supervise, train, and evaluate supervisors, technical and clerical employees; recommend the selection, promotion and discipline of Division employees. Direct the installation and maintenance of work safety measures. Periodically inspect waste water related structures and facilities for deficiencies, and recommend corrective action and priorities of work. Coordinate, advise, and review goals of each wastewater operations function with the respective supervisors. Prepare preliminary budget for both operational and capital expenditures for the Wastewater Division. Review, inspect, and monitor compliance with the City Code relating to Maintenance Services Department operational activities. Develop and monitor effective record keeping systems; prepare technical and administrative reports and correspondence for Department Director, advisory committees, City Manager, City Council, and others. Review employee performance reports for recommendation and personnel actions. Prepare periodic reports on routine operations and special reports/studies as required. Coordinate the use of personnel and equipment in major Maintenance Services and/or City-wide emergency situations. Plan and execute City activities necessary for compliance with all regulations related to waste water issues. Monitor contractors' operations involving the Wastewater Division's area of responsibility. Receive, investigate and respond to the more complex inquires and complaints regarding field operations; resolve technical and operational problems. Manage a City-wide maintenance and repair program of sanitary sewers, storm sewers, and industrial wastewater collection and treatment. Confer with supervisors, department staff, and other agencies regarding special projects, provide technical support and recommendations. Attend meetings of the City council, boards and commissions to provide technical and operational information on Division activities. Advise press and media of Wastewater Division programs and activities. Represent the City and/or the Maintenance Services Director when dealing with various private and public organizations; provide technical support, advice and recommendations.

CITY OF SALINAS
WASTE WATER MANAGER (continued)

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 30 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, walking on uneven terrain, and driving to training and out-of office meetings.

QUALIFICATIONS

Knowledge of:

Principles and practices of effective supervision, management, and Maintenance Services Department administration. Materials, methods, tools, and equipment used in construction operations, and maintenance of sanitary sewers, storm water sewers, and industrial wastewater systems. Principles, objectives and tests used in a biochemical State certified laboratory. Principles and practices of personnel development and training. City policies and procedures governing Wastewater Division operations and activities. Safety principles, practices and procedures. Report writing techniques. Basic municipal accounting and budgeting practices; fiscal management and expenditure controls. Recent developments, current literature and sources of information in municipal wastewater operations administration. Use of personal computers. City authorized software programs, i.e. Word, Excel and Powerpoint. Principles and practices of personnel administration. Prepare written and oral reports to staff, director, Commission and City Council. Represent the City before the City Council, community, outside agencies, businesses and industry, and at professional meetings as required.

Ability to:

Manage a Division in the Maintenance Services Department; administer the Division's budget; perform responsible personnel administration duties for the Division. Monitor and maintain a high level of performance in the assigned Division. Enforce the various industrial safety regulations as they apply to a diverse work force. Implement budget preparation and expenditure control requirements in a Maintenance Services Division. Interpret the laboratory test and State reporting procedures of wastewater collection and treatment systems. Understand and interpret regulatory manuals and administrative regulations relating to Maintenance Service functions. Interpret technical reports. Present clear and concise instruction to staff, make public presentations and negotiate with contractors and other outside entities. Review work in progress and on completion, report deviation from compliance with specifications. Estimate costs, keep accurate records, and prepare clear and concise reports. Establish effective working relationships with employees, other City staff, departments, contractors, and the general public. Research and analyze operational and technical issues and develop appropriate recommendations for action. Delegate authority and responsibility and schedule and program work activities of large groups of personnel. Communicate clearly and concisely, orally, in writing, and using electronic equipment. Organize and conduct Divisional, small group, and individual training programs.

**CITY OF SALINAS
WASTE WATER MANAGER (continued)**

Skills to:

Perform complex data tracking and storage on computers. Competently supervise and direct basic construction and maintenance tasks. Prepare plans, diagrams, and specifications for maintenance projects and equipment acquisition.

License or Certificate:

Possession of a valid California Driver's License, Class C. A California Water Environment Association Collections Certificate, Grade II, or must be able to acquire one within one (1) year of date of hire. A State of California Water Quality Control Board Wastewater Treatment Plant Operator's Certificate, Grade III, is desirable. Agricultural Pest Control Advisory License, Category E (Weeds) and Category D (Invertebrate pests) are desirable.

Education and Experience:

An example of experience and education which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to nine (9) years of progressively responsible work experience relating to construction, repair, and maintenance of waste water collection or treatment systems including the operation of related maintenance equipment, (four (4) of which were in a supervisory capacity), or any equivalent combination of experience and education. A Bachelors degree from an accredited college or university with major course work in Environmental Science, Public Health, Civil Engineering Technology, Public Administration, Business Management, or a closely related field may be substituted for up to four (4) years experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 11-95, REV: 01-07REV: 01/10