

## **OPERATIONS MANAGER**

### **DEFINITION**

Under general direction of the General Manager, plans, organizes and administers the operation of the District's water pollution control plant; performs skilled and supervisory work in the operation of wastewater treatment plant equipment and personnel; and other duties as assigned. This is an "at will" position within the Management Group.

### **SUPERVISION EXERCISED**

Exercises direct supervision of water pollution control plant operations staff. Provides leadership through teamwork, motivation and by example. Performs as Plant Manager in the absence of the Director of Water Quality Services. Develops values that promote the priorities of the department and succeeds in achieving District objectives.

### **IMPORTANT AND ESSENTIAL DUTIES**

1. Supervise plant operations, inspecting and monitoring various plant processes for adherence to standard operating, maintenance and safety procedures; also reviews, develops and updates these procedures.
2. Establish and maintain technical training and standard operating procedures.
3. Review and evaluate a variety of operational data, including daily logs, tests meters and gauge readings, and make necessary plant adjustments to keep operation within prescribed parameters and discharge limits.
4. Prepare and administer the Operation's budget.
5. Purchase needed materials and supplies pursuant to purchasing procedures.
6. Review, evaluate and make recommendations relating to the needs and planning for capital improvement or renewal and replacement to plant processes and equipment.
7. Schedule, assign, direct, train and review the work of operators engaged in operating, testing, cleaning, and maintaining wastewater treatment equipment and facilities.
8. Encourage initiative and ensure that operators are adequately and properly trained to perform duties.
9. Manage personnel problems through conflict resolution, and evaluate personnel performance.
10. Promote safety according to District and CAL/OSHA policies and regulations, and ensure meeting the desired safety objectives as defined by the District.
11. Maintain accurate records.
12. Develop individual and team goals, objectives and performance measures that achieve

results consistent with District objectives.

13. Prepare clear, concise and well-organized reports relating to plant operations functions.
14. Assist in ensuring compliance with state and federal water quality regulations.
15. Act as liaison between Operators and personnel from other divisions.
16. Make daily inspections of plant operations.
17. Implement and support District policies and procedures.
18. Maintain effective communications at all levels.
19. Review specifications on construction projects.
20. Serve as liaison with contractors on various projects.
21. Oversee bio-solids waste handling operations.
22. Prepare and conduct annual evaluations for each employee supervised.
23. Interpret and apply applicable provisions in the District's Memorandum of Understanding of the Certified Professional Employees Association for the Plant Operating Unit.

## **OTHER JOB RELATED DUTIES**

1. Be informed about all plant activities.
2. Look for ways to improve productivity, effectiveness and safety.
3. Conduct public relation functions, as the contact person for public Plant tours.
4. Keep abreast of professional developments in the field.
5. Insure that all equipment used in the treatment, dewatering and drying process is in proper working condition.
6. Perform other duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Teamwork and innovation practices.
- Processes involved in the biological and chemical treatment of wastewater.
- Occupational hazard avoidance and standard safety rules.
- Principles and practices of supervision, training and performance evaluations.
- State and Federal regulations related to wastewater operations.

**Skill to:**

- Operate a computer for word processing and computerized operation of a treatment plant.
- Operate a motor vehicle safely.

**Ability to:**

- Meet respiratory requirements and use self-contained breathing apparatus (SCBA) when necessary in accordance with the District's Standard Procedure.
- Supervise, train and evaluate assigned staff.
- Implement appropriate safety procedures.
- Understand and carry out complex oral and written instructions.
- Maintain accurate records and prepare clear and concise reports.
- Perform the full range of plant Operator's duties.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Education Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five years of experience in the operation of a wastewater treatment plant, including two years of experience in a supervisory capacity.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by additional specialized training in water pollution control, supervision, environmental or civil engineering technology.

**License or Certificate:**

Possession of a Grade IV Certificate in Plant Operations, issued by the State Water Resources Control Board.

Possession of, or ability to obtain, an appropriate valid driver's license, and a motor vehicle record which meets the District's driving standards.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, climb and work from ladders, and lift 50 lbs.; exposure to cold, heat, extreme noise, outdoors, confining work space, elevated work areas, electrical hazards, vibration, chemicals, dust, domestic waste, mechanical hazards.

**Effective Date:** November 1998