

CITY OF HAYWARD

WATER POLLUTION CONTROL FACILITY
OPERATIONS AND MAINTENANCE MANAGER

DEFINITION

Under general direction, the Water Pollution Control Facility Operations and Maintenance Manager performs administrative and management duties related to the operation and maintenance of the City's Water Pollution Control Facility (WPCF). This position is allocated to the WPCF Division of the Utilities & Environmental Services Department.

DISTINGUISHING CHARACTERISTICS

This position has primary responsibility for the operation and maintenance of wastewater facilities. This class is distinguished from WPCF Maintenance Supervisor and related positions by its overall responsibility for the efficient and effective operation of the entire system the requirement to be available to monitor the system and respond to emergencies that can occur at any time.

SUPERVISION RECEIVED

General direction is provided by the Water Pollution Control Facility Manager.

SUPERVISION EXERCISED

Responsibilities include supervision of WPCF operation and maintenance staff.

ESSENTIAL DUTIES

Assists the WPCF Manager in the establishment and implementation of goals, policies, procedures, schedules, and methods for operations and maintenance of the WPCF.

Assists the WPCF Manager in the planning, organizing and directing of the WPCF Division for efficient operations and maintenance.

Reviews plant and laboratory reports and implements the adjustment of operational control parameters to ensure compliance laws, regulations, and permits, and to improve efficiency.

Plans and recommends improvement of WPCF facilities through equipment acquisition; prepares or provides guidance in development of specifications.

Prepares and reviews the requisition of supplies, materials and equipment required to maintain an efficient operation.

ESSENTIAL DUTIES (continued):

Prepares, reviews and submits periodic NPDES discharge permit reports regarding wastewater treatment and disposal.

Provides technical assistance to consulting engineers working on WPCF projects; reviews plans and specifications for wastewater treatment and disposal construction projects.

Ensures compliance with all Cal/OSHA safety regulations and requirements by monitoring, providing training and keeping abreast of any local, state or federal changes.

Makes critical decisions to resolve emergency conditions resulting from wastewater treatment and disposal system malfunctions, and provides direction to plant staff accordingly.

Responds to and resolves resident and businesses complaints and concerns.

Provides input in the preparation and administration of the budget for the WPCF.

Monitors WPCF operations and maintenance budget throughout the year to ensure compliance.

Coordinates special activities with other City staff and with outside agencies.

Supervises, trains and evaluates subordinates; reviews recommendation of subordinates and/or recommends disciplinary action of facility staff.

Participates in the selection of new WPCF staff members.

Serves as acting WPCF Manager as assigned.

Leads tours of WPCF to residents, businesses, and other interested parties.

Applies for and nominates WPCF and staff for regional, state, and national recognitions and awards.

Actively participates in regional and state organizations in wastewater field.

Performs related duties as assigned.

JOB RELATED ESSENTIAL OUALIFICATIONS

Knowledge of:

Theory and practice of modern wastewater treatment and of machines, equipment, and material used in such treatment.

Chemical and physical processes involved in advanced methods of wastewater treatment.

Laboratory analyses and tests applicable to wastewater treatment processes.

Occupational hazards and safety precautions necessary to safely perform work.

Applicable federal, state and regional laws and regulations.

Principles of organization, administration, budget and personnel management.

Sustainable practices and technologies in wastewater treatment field.

Ability to:

Plan, organize, layout, assign and schedule a varied and complex technical and maintenance program.

Supervise collection and use of computerized maintenance management system (CMMS) records and reports.

Communicate clearly and concisely, orally and in writing.

Effectively supervise, train and evaluate subordinates.

Participate in the selection of new WPCF personnel.

Use of technology related to work, e.g., computers, software packages, CMMS, and Supervisory Control Data Acquisition (SCADA) Systems.

Read, comprehend and communicate complex technical documents and information.

Make presentations to staff, appointed and elected bodies, and the public.

Establish and maintain effective working relationships.

JOB RELATED ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Ensure all WPCF operations and maintenance staff are certified and licensed at the levels required for their respective positions.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of progressively responsible experience in wastewater treatment operations, including two years supervisory experience.

Education: Associate of Arts degree from a community college with major course work related to sewage treatment operations; bachelor's degree from an accredited college or university in business administration, biological science, engineering or a closely-related field is highly desired.

Additional qualifying experience can be substituted for the required education on a year to year basis; a minimum of two years of college is required.

License or Certificate: Possession of an active Grade IV Certificate issued by the State of California Water Resources Control Board. Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, crouch, stoop, squat, walk, reach, bend and safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

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PROBATIONARY PERIOD: One (1) Year

H865

July 2003

Revised: June 2017

EEO CODE: 1

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt