



**DATE:** June 15, 2017

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Revised Job Description for Water Pollution Control Facility (WPCF) Manager

### **RECOMMENDATION**

That the Personnel Commission reviews and comments on the revised job description for the position of WPCF Manager to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

### **BACKGROUND/ DISCUSSION**

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

The WPCF Manager runs the City's water pollution control facility in addition to one of the largest solar fields in Alameda County and a new, clean, and efficient co-generation plant (power and heat system) that produces one hundred percent of the energy needs at the facility, which exports excess energy to other City facilities throughout Hayward. The WPCF Manager also oversees the implementation of the City's recycled water project, which is currently in the design phase, and will continue WPCF's leadership in the City's sustainability efforts. The position coordinates the operations and maintenance of the East Bay Dischargers Authority's treated effluent pump station facilities, both on and offsite.

In the organizational structure of the Utilities and Environmental Services Department, the Water Resources Manager, the Environmental Services Manager, and the Utilities Engineering Manager require incumbents to possess a bachelor's degree and these positions oversee staff whose jobs require a bachelor's degree. Presently, the WPCF Manager job description is the only position that does not require a bachelor's degree; however, the incumbent supervises professional staff who are required to possess bachelor degrees, such as the Laboratory Supervisor and Chemist, who oversee the wastewater laboratory and perform complex analytical procedures, respectively. Laboratory staff interpret, analyze, and evaluate results of

data related to the collection, treatment, and disposal of wastewater. The Chemist performs and interprets laboratory analysis of samples as it relates to the treatment, quality control, and distribution of drinking water, and as it relates to the collection, treatment, and disposal of domestic and industrial wastewater. Technological advancements in the treatment of wastewater have made this field more complex and therefore, it is critical for the WPCF Manager to be very familiar with emerging technologies in this field and interpret technical reports to leverage that knowledge towards more efficient wastewater treatment.

Due to the departure of the former WPCF Manager, Human Resources staff began the recruitment process to fill this vacancy in January of 2017. Per the current job description, the education requirement in the recruitment announcement was a high school diploma supplemented by college coursework related to water pollution control operation and five (5) years of experience in water pollution control operations, including at least two (2) years of supervisory or management experience. A bachelor’s degree, with coursework related to environmental engineering, environmental science, or water pollution control management was identified as highly desirable.

Human Resources staff has surveyed comparable jurisdictions with similar positions and found it is common for a position with similar responsibilities to require a bachelor’s degree with course work in the field. Please see the results of the survey in the table below:

<b>Jurisdiction</b>	<b>Minimum Qualifications</b>
Castro Valley Sanitary District	No Equivalent Position
City of San Leandro	AA degree with major coursework in business administration, biological science, or a closely related field. Bachelor's degree highly desired.
Delta Diablo	Bachelor’s Degree in Civil or Environmental Engineering, Chemistry, Biology, or a closely related field.
Dublin/San Ramon Services District	Bachelor's degree with major course work in engineering, biology, chemistry, public administration, business, organizational leadership, or related field. Master's degree preferred.
East Bay Discharge Authority	Bachelor’s degree in Civil or Mechanical Engineering or closely related field.
Oro Loma Sanitary District	Equivalent to the completion of the twelfth grade supplemented by additional specialized training in water pollution control, supervision, environmental or civil engineering technology.
Union Sanitary District	Four-year college or its equivalent, with major coursework in environmental engineering or a closely related field

Out of the seven jurisdictions surveyed, five of them have an education requirement that is higher than the current requirement for the WPCF Manager. Therefore, given the critical thinking, independent judgement, supervision of professional staff and the technical knowledge the job requires, Human Resources recommends increasing the education

requirement to a bachelor's degree for the WPCF Manager. Appropriate discussions with HAME have been held and the bargaining unit has no objections to the change.

The WPCF Manager job description has been revised to update the definition, distinguishing characteristics, supervision received, supervision exercised, essential duties, job related and essential qualifications, experience and education, special requirements, and to align the format to the current City standards. Furthermore, the additions and changes clarify the distinguishing characteristics, supervision received, supervision exercised, essential duties, job related and essential qualifications, and education and experience requirements for the WPCF Manager. The changes to the job description are as follows:

### Water Pollution Control Facility Manager

#### **Definition**

Added:

- “...(WPCF) and formulates and implements operating policies and procedures within administrative guidelines.”

#### **Added: Distinguishing Characteristics**

“This is a management classification allocated to the Utilities and Environmental Services Department. The WPCF Manager is responsible for the safe, efficient, clean, sustainable, and cost effective operation of the facility. This position is distinguished from the WPCF Operations and Maintenance Manager position by the former having additional responsibilities for oversight of the water and wastewater laboratory and the post-closure maintenance and regulatory compliance of the closed West Winton Landfill.”

#### **Replaced: “Supervision Received and Exercised” with “Supervision Received”**

Replaced: “General direction is provided by the Utilities Superintendent.” with “Receives general direction from the Director of Utilities and Environmental Services.”

#### **Added: “Supervision Exercised”**

Replaced: “Responsibilities include direct supervision of subordinate supervisory personnel.” With “Exercises direct and indirect supervision over management, supervisory, professional, technical, and administrative personnel.”

#### **Replaced: “Example of Duties” with “Essential Duties”**

Replaced:

- “Insures that the City is in compliance with all current waste discharge requirements established by regional, state, and federal regulatory agencies; interprets policies and procedures established by regulatory agencies.” with “Understands and ensures compliance with all current wastewater treatment and discharge requirements and regulations established by regional, state and federal regulatory agencies, including those of the National Pollutant Discharge Elimination System (NPDES) permit; interprets and implements policies and procedures established by regulatory agencies.”

- “Insures that all safety regulations are adhered to.” with “Ensures compliance with all applicable local, state, and federal regulations, including CalOSHA, and establishes and implements safety procedures for the WPCF.”
- “...organizes and directs...” with “organizes, directs, and manages...”
- “Establishs...” with “Establishes...”
- “...water pollution control facility.” with “...WPCF.”
- “...of plant facilities through equipment acquisition; assists in development of specifications.” with “...of facilities through development of specifications and equipment acquisition.”
- “...sewage system activities.” with “...wastewater treatment system.”
- “...critical...” with “...timely...”
- “Prepares and administers Water Pollution Control Facility operating budget.” with “Assists in preparing the WPCF annual operating budget and capital improvement program.”
- “Selects, supervises, trains and evaluates subordinates.” with “Recommends selection, supervises, trains and evaluates subordinate personnel; provides or coordinates staff training; motivates and coaches staff to ensure professional growth and positive work attitudes; and promotes City’s organizational values and ensures they are understood by staff.”

Added:

- “...operations and...”
- “Plans, organizes, and directs post closure maintenance of the West Winton landfill.”
- “...the WPCF,... , and closed West Winton landfill.”
- “...staff and...”
- “...or storm events.”
- “...related to WPCF.”
- “Monitors expenditures and approves purchase requests within assigned area of authority.”
- “...WPCF...”
- “Provides excellent customer service to the business community, public, customers, employees, union, and government officials with tat and courtesy; and makes presentations to various groups.”
- “Identifies and secures local, regional, state, and federal grants.”
- “Applies for and secures awards and recognitions for WPCF projects.”
- Actively participates in local, regional, and state wastewater professional organizations such as Bay Area Clean Water Agencies (BACWA).

Removed: “...plant and...plant...”

**Replaced: “Qualifications” with “Job Related and Essential Qualifications”**

**Knowledge of:**

Added:

- “Supervisory control and data acquisition (SCADA) systems, Computerized Maintenance Management System (CMMS), and Asset Management Systems.”

- “Principles of organization, administration, municipal budgeting and personnel management.”
- “Principles and practices of leadership, motivation, team building and conflict resolution.”
- “Principles and practices of preparing operating budgets.”
- “Principles and practices of preparing multi-year capital improvement program requests.”

**Ability to:**

Added:

- “Make decisions and exercise sound independent judgment; analyze problems and identify solutions, and implement recommendations.”
- “...implement...”
- “Prepare operating budget and capital improvement program but requests.”

Removed:

- “...lay out, assign... schedule...”
- “...staff...”

**Experience and Education**

Replaced: “Equivalent to completion of twelfth grade supplemented by college coursework related to water pollution control operations or supervision.” with “Equivalent to bachelor’s degree with coursework related to environmental engineering, sanitary engineering, environmental science, or related science field, or administration.”

Removed: “A Grade V Certificate is highly desirable.”

**Added: Special Requirements**

Added: “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.”

**FISCAL IMPACT**

There is no fiscal impact associated with this report.

*Prepared by:* Farbod Pirouzmand, Deputy Director of Human Resources

*Recommended by:* Nina S. Collins, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read 'K McAadoo', written in a cursive style.

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Kelly McAadoo, City Manager