



DATE: July 13, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Water Pollution Control Facility (WPCF) Operations and Maintenance Manager

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of WPCF Operations and Maintenance 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 Operations and Maintenance Manager oversees the implementation of the recycled water project, which is currently in the design phase, and continues WPCF's leadership in the City's sustainability efforts. The position is directly responsible for operations and maintenance of the East Bay Dischargers Authority's treated effluent pump station facilities, both on and offsite.

Currently, the WPCF Operations and Maintenance Manager job description does not require a bachelor's degree or associate's degree. However, technological advancements in the treatment of wastewater have made this field more complex and therefore, it is critical for the position to be very familiar with emerging technologies in this field and interpret technical reports to leverage that knowledge towards more efficient wastewater treatment.

Human Resources staff has surveyed comparable jurisdictions in size and capacity with similar positions and found comparable agencies with equivalent positions required

incumbents to have an associate's degree or two years of college as a minimum educational requirement. Please see the results of the survey in the table below:

Jurisdiction	Minimum Qualifications
Castro Valley Sanitary District	No Equivalent Position
City of San Leandro	Associate of Arts degree from a community college with major course work related to sewage treatment operations
Delta Diablo	Bachelor's Degree in Civil or Environmental Engineering, Chemistry, Biology, or a closely related field
Dublin/San Ramon Services District	No Equivalent Position
East Bay Discharge Authority	Possession of a baccalaureate degree in Civil or Mechanical Engineering or closely related field; additional qualifying experience can be substituted for the required education on a year for year basis; a minimum of two years of college is required
Oro Loma Sanitary District	No Equivalent Position
Union Sanitary District	No Equivalent Position

Three of the seven jurisdictions surveyed have an education requirement for an equivalent position that is higher than the WPCF Operations and Maintenance Manager. The current requirement is a twelfth-grade education. Given the technical knowledge this position requires, Human Resources recommends raising the education requirement to Associate of Arts' degree from a community college with major course work related to sewage treatment operations with a bachelor's degree being highly desirable.

The WPCF Operations and Maintenance 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.

The City has met its meet and confer obligations with the bargaining representative for this classification, Hayward Association of Management Employees, regarding the proposed changes.

The changes to the job description are as follows:

Water Pollution Control Facility Operations and Maintenance Manager

Definition

Added:

- “...general...management...City’s...(WPCF)...Utilities & Environmental Services...”

Removed:

- “supervisory”
- “Public Works”

Distinguishing Characteristics:

Added: “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.”

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

Added: “Supervision Exercised”

Replaced: “water pollution control facility” with “WPCF”

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

Added:

- “WPCF”
- “WPCF”
- “...WPCF...WPCF Division...operations and maintenance.”
- “...implements...laws, regulations, and permits...to...”
- “WPCF”
- “...discharge permit...”
- “...working on WPCF projects...”
- “...Cal/...”
- “...resident and business...”
- “WPCF”
- “Monitors WPCF operations and maintenance budget throughout the year to ensure compliance.”
- “WPCF”
- “WPCF”
- “Leads tours of WPCF to residents, businesses, and other interested parties.”
- “Applies for and nominates WPCF and staff for regional, state, and national recognition and awards.”
- “Actively participates in regional and state organizations in wastewater field.”

Removed:

- “...Water Pollution Control Facility...”
- “...Water Pollution Control Facility...”
- “...Water Pollution Control Facility...Water Pollution Control Facility...plant processing...”

- “...directs...”
- “...plant...”
- “...citizen...”
- “...Water Pollution Control Facility.”
- “...plant...”
- “...Water Pollution Control Facility...”

Job Related and Essential Qualifications

Knowledge of:

Replaced:

- “...sewage...” with “...wastewater...”
- “...sewage...” with “...wastewater...”
- “...sewage...” with “...wastewater...”

Added: “Sustainable practices and technologies in wastewater treatment field.”

Ability to:

Added:

- “...and use...management system(CMMS)...”
- “Make presentation to staff, appointed and elected bodies, and the public.”
- “Ensure all WPCF operations and maintenance staff are certified and licensed at the levels required for their respective positions.”

Replaced:

- “...plant...” with “...WPCF...”
- “...a personal computer...” with “...of technology related to work, e.g., computers, software packages, CMMS, and Supervisory Control Data Acquisition (SCADA) Systems.”

Experience and Education

Replaced:

- “Equivalent to completion of twelfth grade supplemented by college coursework related to water pollution control operations or supervision.” with “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.”

Added:

- “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.”
- “...of California...”
- “Possession and maintenance of a valid Class C California Driver’s License.”

Removed:

- "Completion of twelfth grade or possession of GED."

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 to the budget as a result of the above proposed changes to the WPCF Operations and Maintenance Manager job description.

Prepared by: Farbod Pirouzmand, Deputy Human Resources Director

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

Approved by:



Kelly McAadoo, City Manager