CLASS SPECIFICATION
Wastewater Collection System Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, coordinates and directs the activities and work of engineering, technical and craft personnel engaged in the installation, construction, maintenance, repair and operation of a large, complex wastewater and storm water collection system; directs the research and preparation of a variety of studies and reports related to the City's current and long-range storm water and wastewater collection system needs and requirements and develops recommendations to meet them; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position class is primarily responsible for managing the maintenance engineering, repair and maintenance of the City's wastewater and storm water collection systems and facilities and for overseeing the bureau's interagency pipeline maintenance agreement with the Maintenance Bureau. Duties are carried out with considerable independence within the framework of established policies, procedures and guidelines. Responsibilities and assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the wastewater collection division; with subordinate supervisors, develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

3. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that

support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Prepares a variety of special and recurring studies and reports; develops recommendations to improve collection system operations; coordinates division activities with other divisions, bureaus and agencies.
5. Reviews and coordinates with appropriate personnel the implementation of local, state and federal laws and regulations regarding the maintenance and operations of the wastewater and storm water collection systems.
6. Provides expert technical assistance to staff.
7. Participates in the development of and administers the bureau's interagency agreement with the Maintenance Bureau for the maintenance, repair, cleaning and servicing of the City's wastewater collection pipelines and the storm water collection system; inspects, reviews and evaluates the work performed by Maintenance Bureau crews and personnel.
8. Plans, coordinates, directs and evaluates the activities and personnel of the division's maintenance engineering and engineering support sections.
9. Plans, coordinates, directs and evaluates the work of skilled and semi-skilled craft workers engaged in the maintenance and repair of the collection system's lift stations and related equipment, machinery and facilities.
10. Confers with and advises bureau staff, other City staff, consultants, engineers and contractors regarding wastewater and storm water collection system needs and requirements.
11. Through subordinate supervisors, ensures the operational status of the collection system's facilities.
12. Directs the improvement of management systems, processes and measurement techniques to improve division operations and effectiveness.
13. Ensures the City's safety program and goals are implemented and carried out in the division; develops and proposes safety requirements.
14. Prepares and submits required regulatory reports to federal and state environmental agencies.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theories, principles, practices, materials and methods used in the design, construction, maintenance and repair of a large wastewater and storm water collection system.
2. Theories, principles, practices and methods of civil engineering as applied to the maintenance and repair of a large wastewater collection system.
3. Administrative principles and methods including goal setting, program development and implementation.

4. Principles and practices of budget preparation and administration.
5. Safety regulations, safe work practices and safety equipment related to the work.
6. Computer software applications related to the work.
7. Codes, regulations and guidelines pertaining to the work.
8. Principles and practices of effective human resources management and supervision.

Ability to:

1. Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas.
2. Manage and direct a large, complex wastewater and storm water collection system.
3. Select, motivate and evaluate staff and provide for their training and development.
4. Prepare, administer and monitor a division budget.
5. Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
6. Develop and implement goals, objectives, policies, procedures, work standards and management controls.
7. Prepare clear and concise records, reports, correspondence and other written materials.
8. Exercise independent judgment and initiative within general policy guidelines.
9. Establish and maintain effective working relationships with those encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in civil engineering, public or business administration or a closely related field; and five years of supervisory experience in the operation and maintenance of a large wastewater collection system; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver’s license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

3169 PRINCIPAL ENGINEER. Adopted: 07-01-92

June 2009 - Change Job Class number from 7635 to 30000675, due to system change.